BENGAL SECRETARIAT LIBRARY

HAND-BOOK OF INSTRUCTIONS

FOR THE

CONDUCT OF BUSINESS

IN THE

BENGAL PUBLIC WORKS DEPARTMENT SECRETARIAT.

FIRST EDITION.

NOVEMBER 1885.

CALCUTTA:
PRINTED AT THE BENGAL SECRETARIAT PRESS.
1885.

Hand-book of instruction for the conduct of Business in the Bengal Public Works department Secretariat. 1st ed. 1885

129 p

I 265

CONTENTS.

CHAPTER I.—General duties and organization of the Public Works Department.

		PAGE.
Sec.	i.—Nature of work and control exercised ...	1

CHAPTER II.—Relations of the various departments and conduct of business between them.

Sec.	i.—General remarks	4
,,	ii.—Unofficial references between departments	5

CHAPTER III.—Internal organization of the Public Works Secretariat.

Sec.	i.—Subdivision of work and responsibilities ...	8
,,	ii.—Nature of duties of Under-Secretaries ...	10
,,	iii.—Special duties of Chief Clerk and Registrar	14
,,	iv.—Duties of Branch clerks	15
,,	v.—Disposal of ordinary receipts	17
,,	vi.—Registration and disposal of plans ...	22
,,	vii.—Procedure in cases where more than one Branch is concerned	26
,,	viii.—Instructions to Drafters	27
,,	ix.—Forms of communications and orders ...	29
,,	x.—Signature of letters, notifications, &c. ...	31
,,	xi.—The file system or manner of keeping official papers	32

PAGE.

Sec. xii.—The Lieutenant-Governor's Table ... 42

„ xiii.—Rules to promote expedition in disposal of business 44

„ xiv.—Periodical Returns 46

„ xv.—Recording 47

„ xvi.—Custody of records 51

„ xvii.—Rules to prevent the accumulation of useless records 52

„ xviii.—Telegrams 54

„ xix.—Confidential papers 55

CHAPTER IV.—The Press.

Sec. i.—Instructions regarding printing, book-binding, &c. 57

CHAPTER V.—Office establishment of clerks, &c.

Sec. i.—Pay of clerks and rules for promotion ... 60

„ ii.—Rules regarding attendance, leave, &c. ... 61

„ iii.—Miscellaneous rules 62

APPENDIX A.—Lists of periodical Returns to be submitted to the office.

APPENDIX B.—Lists of Forms used in the office.

BENGAL SECRETARIAT LIBRARY.

CHAPTER I.

GENERAL DUTIES AND ORGANIZATION OF THE PUBLIC WORKS DEPARTMENT.

Nature of work and control exercised by Government and Chief Engineer.

THE Public Works Department is charged with all business relating to public works (such as roads, buildings, canals, railways, &c.) under the Bengal Government. It is disposed of under two distinct authorities—

I—The Government.
II—The Chief Engineer.

2. The Chief Engineer has the general control of the Department as laid down in Public Works Code, Chapter III, and disposes, as far as he can, of all business referred to him.

3. All other business is disposed of by Government, or in the name of the Lieutenant-Governor.

4. The Lieutenant-Governor is bound by the Public Works Code, but possesses considerable independent authority. The principal appointments of Chief Engineer and Secretary, Superintending Engineers, Managers of Railways, Examiner of Accounts, &c., are made by the Government of India; otherwise, and subject to the rules of the Code, the Lieutenant-Governor's powers of action are not restricted.

5. The proceedings of the Lieutenant-Governor, important in full, and unimportant in abstract, are submitted to the Secretary of State for India, and to the

Nature of work and control exercised by Government and the Chief Engineer.

Government of India in the Public Works Department, for information.

6. Although the Chief Engineer is also Secretary to Government, he is not relieved thereby of his functions as Chief Engineer, and the duties laid down in Chapter III of the Code are to be duly carried out.

7. All Superintending Engineers and Managers of Railways have to address their communications to the Chief Engineer and never to Government, even though the letter may be a reply to one from the Government signed by the Secretary.

8. Superintending Engineers and Managers have also to submit, for the information of the Chief Engineer, their proceedings in abstract, and it is the duty of the Chief Engineer's assistants to peruse these abstracts and to bring to notice any irregularities that may occur.

9. Comments on the proceedings of the Superintending Engineers, &c., should be restricted to a simple call for the papers or to an intimation that the point referred to seems opposed to rule. It is better to always allow of an explanation being afforded before orders are issued on any entry in the abstract proceedings.

10. The Secretary is generally responsible to Government for the proper transaction of the business of the Public Works Department. All cases requiring submission to the Lieutenant-Governor will be sent by the Secretary and will be returned through his hands to the Under-Secretaries concerned, for disposal, after orders have been passed on them.

11. Those not requiring submission to the Lieutenant-Governor but still of importance will be disposed of by the Secretary and abstracted into a "Table" for

Nature of work and control exercised by Government and the Chief Engineer.

submission to His Honor weekly (*see* instructions for the preparation of the Lieutenant-Governor's table in Chap. III, Sec. xii).

12. All orders of the Secretary of State received from the Government of India and all drafts of letters in which the censure of this Government is conveyed should be seen by the Lieutenant-Governor.

CHAPTER II.

RELATIONS OF THE VARIOUS DEPARTMENTS AND THE CONDUCT OF BUSINESS BETWEEN THEM.

Section i.—General Remarks.

1. It is an established principle of Government that no orders giving sanction to public works expenditure should issue from any other than the Public Works Department, and it is very desirable that this rule should not be departed from. If the rule be infringed, the case should always be brought to notice. Confusion and inconvenience have frequently arisen from want of attention to this principle, and it is not possible for the Public Works Department to exercise a proper control over the expenditure if grants of public money are made for public works without its knowledge. Orders of the Government originating in other departments on such subjects should invariably be communicated to the Public Works Department.

2. In questions which arise in the Public Works Department affecting matters under the control of other departments of the Government, regarding which there is any doubt, the papers should always be forwarded to the department concerned, either officially or unofficially, for a preliminary expression of opinion.

3. If in any particular case in addressing another department it is considered desirable to put that department in possession of an opinion contained in office notes, either the substance of such notes should be embodied in the official communication, or copy of the notes sent without making any mention of them in the official communication, but only with a pencil remark on its margin thus—"Office notes accompanying" or "Office notes will follow."

General Remarks.

4. When notes of clerks, Under-Secretaries or Secretaries are sent to another department, they should be regarded as confidential and should on no account be forwarded to any one outside of the Secretariat without the special consent of this department.

5. All proposals relating to increases of establishments or to any increase of pay of members of existing establishments, excepting those which are due to promotions under existing regulations, or to periodic increases according to scales regularly sanctioned, must be referred to the Financial Department for opinion before being sanctioned.

Section ii.—Unofficial References between Departments.

1. With the object of reducing official correspondence between departments of this Government and of facilitating the despatch of business, the following system of unofficial references has been laid down.

2. Any case arising in one department of Government may be referred unofficially to another department for an expression of opinion or concurrence in the orders proposed to be issued.

3. The department of origin should send the entire file with the office notes or draft orders to the department whose opinion or concurrence is sought.

4. The department to which the case is referred will record its opinion or make its suggestions or recommendations and return the case to the department that sent it.

5. If on an unofficial case received from another department any official action is taken in the Public Works Department a copy of the orders should be sent

officially to the department that referred the case, for information, and the papers belonging to that department should be returned, copies being kept of only such as are required for record in this office.

6. Separate registers (Form C on next page) of all unofficial cases submitted to other departments should be kept up in each branch of this office. The entries should contain details of papers sent.

7. The register of cases sent should accompany the cases (instead of an ordinary peon's book), and the receiving clerk should compare the contents of each case with the list in the register before signing the latter in the "remarks" column.

8. A complete list of the papers in each file referred unofficially should be attached to the file, and when returning the file to the department whence received, any papers which may have been added to it should also be entered in the list.

9. When a file is sent unofficially to another department, any collections or records of previous correspondence which are not essential for obtaining the assent of that department to any recommendation made should be removed from the file.

10. Unofficial documents should never be referred to in official papers except by pencil note.

11. Unofficial requisitions for original files of papers from another department should bear the signature or initial of an Under-Secretary or Secretary. (This does not refer to spare copies of documents, which should always be supplied, when available, on the requisition of the Registrar.)

Unofficial References between Departments.

Form C.

BENGAL, P. W. D.

BRANCH.

Register of cases sent unofficially to other offices.

Serial No.	Date on which sent.	To whom sent.	File number.	Other papers.	SUBJECT.	When received back.	REMARKS.

CHAPTER III.

INTERNAL ORGANIZATION OF THE PUBLIC WORKS SECRETARIAT.

Section I.—Sub-division of work and responsibilities.

1. The office has been divided into the following branches with their sub-heads of classification of correspondence :—

I.—ROADS AND BUILDINGS.

Subdivided as follows :—

B. Civil Buildings.—All matters relating to the buildings required for the administration of the province.

C. Communications.—All matters affecting the bridges, roads and other communications in the province, except railways and canals.

M. Military.—All cases relating to military works under the charge of, or referred to, the local Government.

M.P.I. Miscellaneous Public Improvements.—All miscellaneous projects not included in B or C, such as municipal works, harbour and river improvements, light-houses and mines, &c. Also all questions relating to telegraphs and telephones.

II.—GENERAL.

Subdivided as follows :—

E. Establishment.—All general questions of administration; questions relating to appointments, transfers, promotions, pay, pension, leave, furlough and other personal matters (except those of officers of the Railway Branch).

A. Accounts.—All questions of allotments of funds, reappropriations, expenditure budgets, accounts and stores of roads and buildings.

Subdivision of works and responsibilities.

R.C. ROAD CESS.—All business connected with road cess budget estimates and annual accounts.

G. GENERAL.—All miscellaneous questions which cannot be properly classed under any of the above, including books, codes, general rulings, &c.

III.—RAILWAYS.

Subdivided as under :—

R. RAILWAY WORKS.—All matters relating to the survey and preparation of projects, and of construction, maintenance and conduct of traffic of state lines; as well as questions connected with the acquisition of land for guaranteed, assisted and private railways.

R.A. RAILWAY ACCOUNTS.—All questions of the allotment of funds, reappropriations, expenditure, budgets, accounts and stores of railways.

R.E. RAILWAY ESTABLISHMENT.—All questions relating to pay, pension, leave, furlough and other personal matters of *Railway* officers and subordinates, as well as all miscellaneous subjects which cannot be properly classed under R. or R.A.

IV.—IRRIGATION.

Subdivided as under :—

I. IRRIGATION.—All works relating to irrigation, canals, navigation, dykes and drainage.

I.A. IRRIGATION ACCOUNTS.—All accounts, matters, budgets, reappropriations, &c., connected with irrigation works.

V.—ROUTINE.

VI.—DRAWING.

2. With the exception of V and VI, which are general auxiliaries to the others, each of these branches is a complete office in itself, though the records of all are kept together in one room called the record-room.

3. The Routine Branch is where the receiving, registering, distributing, issuing, and keeping in proper order, after record, of the whole correspondence of the office is carried on, and where all the work of docketting,

copying, examining fair letters, preparing takeeds, and keeping up registers connected with the office establishment is performed.

4. The Roads and Buildings, General and Railway Branches are under the charge of the Secretary aided by an Under-Secretary for each; the Irrigation Branch is in charge of the Joint-Secretary aided by an Under-Secretary; and the Routine Branch is under charge of the Under-Secretary of the General Branch, who also has control of the office clerks and office arrangements, in connection with which he takes the orders of the Secretary whenever he thinks it necessary to do so.

5. In matters relating to Establishments, the officers of the several branches should consult the Under-Secretary in the General Branch when that course is deemed desirable. All questions which involve—

(*i*) interpretations of rules which affect personal interests,

(*ii*) questions of allowances, or

(*iii*) which are likely to form precedents,

are submitted to the Secretary or Joint-Secretary as the case may be through the Under-Secretary in the General Branch.

6. Notifications, Declarations, &c., for publication in the *Calcutta Gazette* should be drafted in the branch in which they originate, but will be numbered and issued from the General Branch.

Section ii.—Nature of duties of Under-Secretaries and Assistants to Chief Engineer.

1. The Chief Engineer and Secretary is assisted in the discharge of his duties by Under-Secretaries, who are responsible to him for the due performance of that portion of the business committed to them.

2. As a rule, they will be placed in special charge of the branches of the office, and will be regarded as the responsible heads of the Branches just as though the branches were separate offices (see paras. 4 & 5 of Sec. i).

Nature of duties of Under-Secretaries and Assistants to Chief Engineer.

3. They must take all needful care that the orders of the Department are exactly acted up to, and any neglect should at once be checked and brought to the knowledge of the Chief Engineer and Secretary.

4. The Secretary will be mainly guided by the reports of the officers in charge of branches in regulating the promotion of clerks.

5. The Under-Secretaries will generally deal, in the first instance, with the papers of their respective branches, after the necessary preparation of them in the office, for submission, either for orders, or with notes or drafts of orders in matters of routine, as necessary. Cases of the most urgent nature, or of importance, requiring immediate attention of the Chief Engineer or Secretary, will be sent on to him at once, or taken to him in person, by the Under-Secretaries.

6. The Under-Secretaries will dispose of all papers of the character indicated on the margin, which require mere routine orders; also of any other matters for which special authority may be given, and they should regard it as especially their province to see that the circumstances of each case are fully stated, and if information is wanted, it should at once be obtained. Cases should always be sent up complete, so that the time of the Lieutenant-Governor or Secretary may not be taken up unnecessarily by having to go through a case twice. They will submit

1st.—Transfers of papers from one Department to another, or transmission of papers calling for report or for information from this office.

2nd.—Calling for information or data to complete cases for disposal.

3rd.—Returning estimates for correction or revision, where such are of an ordinary description or are required by system.

4th.—Publishing transfers of officers which are within the competence of Superintending Engineers to make, and other ordinary matters relating to Establishments submitted by Superintending Engineers according to rule or routine.

5th.—Calling for explanations of persons accused of any misconduct or neglect of duty.

6th.—Applications for leave on medical certificate.

Nature of duties of Under-Secretaries and Assistants to Chief Engineer.

all other papers for the Chief Engineer's or Secretary's orders, *with* or *without* a note (prepared by themselves or the office), briefly showing the facts of the case, and suggesting, if thought fit, a practical order.

7. The above arrangement will not preclude the Under-Secretaries from taking up such cases as may be specially made over to them by the Chief Engineer and Secretary, from time to time, under instructions, for disposal precisely in the manner as they would be dealt with by him. It must be understood, however, that, except under specific authority from him, all important orders and drafts thereon should be approved by the Chief Engineer and Secretary before being finally acted on, or adopted for issue.

8. In addition to careful scrutiny and consideration in all professional matters, the preparation of notes and drafts of orders in important cases, and the revision and correction of the notes and drafts of the office, as may be expedient, are by far the most important of the Under-Secretaries' duties, and the business on which they can be employed most profitably both to themselves and the public service, and in which they can render most valuable assistance to the Chief Engineer and Secretary as well as to the head of the Government. The Under-Secretaries are thus responsible, in the first instance, for seeing that the orders of Government or of the Chief Engineer, as may be, are properly carried out; that letters or memoranda, where that form of order is adopted, are expressed in clear and courteous language; that every officer concerned in any order is duly informed and instructed in respect of the portion of it regarding himself or his duties, either through his superior or direct, according to practice; that nothing essential is omitted, and that there is no conflict, uncertainty, or inconsistency in the orders drafted.

Nature of duties of Under-Secretaries and Assistants to Chief Engineer.

9. Drafts of letters of any importance, or regarding which the Under-Secretaries may have any doubt, will be sent to the Chief Engineer or Secretary for his approval, and for submission by him, as necessary, to the Lieutenant-Governor.

10. Accordingly, the proofs of all letters in the Secretariat which are printed for issue will be sent to the Under-Secretaries for final approval, and such of these proofs as relate to important cases will be sent on by them (before being returned to the office) to the Secretary, with whom will rest the discretion of sending any most important ones with their papers for the Lieutenant-Governor's final approval.

11. There should be the freest possible personal communication between the Chief Engineer and Secretary and his Under-Secretaries in all matters connected with the public business.

12. The degree of responsibility and trust laid by the Chief Engineer and Secretary on his Under-Secretaries must depend in some measure on personal considerations and on their standing and experience in the service. But the principle to be observed is that as much confidence should be placed in these officers and as much responsibility thrown on them as possible, and that they should be employed as little like clerks and as much like Secretaries as the system in the office will admit of.

13. As distinguished from matters of mere routine noticed already, cases of "Establishment" relating to personal questions, appointments, promotions, postings, and transfers considered in regard to works, claims, resignations, and dismissals should all be referred for the orders of the Secretary.

Nature of duties of Under-Secretaries and Assistants to Chief Engineer.

14. The Under-Secretaries should be careful how they give information out of office. They have no power to compromise either the Government or Chief Engineer in this way, or in giving leave verbally, &c.

Section iii.—Special duties of the Chief Clerk and Registrar.

1. The Chief Clerk and Registrar is in charge of the whole office. He is responsible for the general discipline of the office, and has to enforce regular attendance in all its branches, to exercise a general supervision over the clerks, &c., under him, to see that all are properly employed in the business of the office, to remove all impediments which are likely to cause unnecessary delay, and to issue such instructions as may from time to time become necessary for the better despatch of business.

2. He has also to keep up service books for the whole of the office establishment, to dispose of all correspondence, &c., relating to the office employes, and to conduct demi-official correspondence with the Registrars and Head Assistants of other offices.

3. He inspects all bills for salaries, travelling allowances, and contingent expenses of the office previously to their being passed, and brings to the notice of the Under-Secretary of the General Branch any charges which appear questionable.

4. As a rule he should open all telegrams and letters received in the office, handing any "confidential" ones personally to the head of the branch concerned for submission to his Under-Secretary (see rules about confidential papers in Section xix of this chapter); and should frank all letters despatched by post on Her Majesty's Service.

Special duties of the Chief Clerk and Registrar.

5. The arrangement of the rooms throughout the several branches of the office is under the direction and control of the Chief Clerk, subject to the approval of the Under-Secretary, General Branch.

Section iv.—Duties of Branch Clerks.

1. The office establishment of each branch consists of a Head Assistant assisted by other clerks, to whom are allotted special duties, one or more of them being reserved for general duties when necessary.

2. The Head Assistants have to maintain a control over the routine business of their branches and to conduct the duties of the preparation of cases by drawing up precis and notes, bringing prominently to notice all orders, rulings, &c., bearing on particular questions, and in other ways having all the facts of cases put properly before the Under-Secretaries, so that orders may be readily passed. They are to assist the junior clerks in all points of difficulty, and to see that drafts are properly prepared and that all orders are expeditiously carried out, reporting any failure or remissness on the part of their assistants to the Chief Clerk.

3. The following are some of the main points relating to the working of branches to which attention must be paid by the heads:—

Regularity in marking off in the registers the disposal of papers received. This is essential to the prevention of arrears.

The part of the proceedings in which papers are to be recorded. Needless expense may sometimes be caused by printing at length papers of minor importance.

Checking the index and contents of proceedings to see that important matters are properly noticed and prolix or unsuitable titles rejected.

Duties of Branch Clerks.

The introduction of illustrative sketches in the proceedings should not be allowed unless essential, and then only after reference to the Under-Secretary.

That dockets are clear and sufficiently full without being too lengthy.

That a proper title or subject is given to each new *file* opened, and that papers relating to different subjects are not mixed up in one file.

That papers are recorded without delay.

That all and *only* necessary papers for the disposal of a case are put up (the habit of putting up the MS. and two or more proofs of a paper and neglecting to put up other papers really required must be checked), and that they are arranged in proper order.

That bundles are tied in such a manner that they can be easily opened, and that the papers are folded to one size. These seem trifles, but they are important in dealing with papers in large numbers.

Heads of branches should be careful to watch the handwriting of the clerks and to regulate their own notes and remarks, so that the whole may be neat and readily legible.

4. The duties of the junior branch clerks consist in keeping up registers, compiling statements, referencing, recording, and generally assisting in the preparation of cases for orders. The duty of drafting letters and preparing abstracts of correspondence is confined to Head Assistants, and, under their orders, to the junior clerks of their branches. The work of the junior clerks is submitted through the Head Assistants and never direct to Under-Secretaries unless specially permitted.

5. The clerks of one branch should abstain from making any entries in the books or on the cases of

another, and the issue from any branch of a letter not properly connected with the business dealt with in that branch should be carefully guarded against, neglect of this precaution being likely to lead to complications.

6. Though the office is divided into branches, it is to be understood that they must mutually aid one another in time of pressure. It is the duty of Head Assistants to bring to the notice of the Chief Clerk any unusual pressure with the view of obtaining help in this manner.

Section V.—Disposal of Ordinary Receipts.

1. The Chief Clerk will open all letters and telegrams. Should any, received by the Secretary or Under-Secretaries, be sent to a branch direct, it will be the duty of the branch to pass them on to the Chief Clerk for registry.

2. Telegrams, on receipt, will be registered like ordinary letters, and when the copies are received by post, they will be checked (by the Reference Clerk of the branch) with the original, and the number and date will be entered against the telegram entry in the Receipt Register. Post copies of telegrams will not be registered.

3. The following shows the course of a letter through the office and the stage through which all cases pass before they are finally disposed of and passed on to the recorder:—

1*st*,—*The Chief Clerk* opens the letter and, after reading it, notes, in pencil, on it the date of receipt and the branch in which it is to be taken up, and, if it is urgent, the word "urgent" in coloured pencil, and makes it over

Disposal of Ordinary Receipts.

2nd,—To the Head Assistant, Routine Branch, to enter in a rough numerical register (without reference to subject) the number and date and from whom received.

3rd,—To the Receipt Docketter, to docket and to enter the Register No. and the number of enclosures and plans at the foot of the docket and at the foot of each enclosure and plan (this is necessary, so that in case of separation the letter and its enclosures may again be connected). When documents are *returned* with a letter, the number should be similarly noted in red ink on the docket, and on each document returned should be noted "Returned with Register No. ." He will send all spare copies of receipts to the Sorter daily and obtain a receipt for the same.

4th,—To the Receipt Copyist, to copy into the daily lists of receipts (of which there is one for each branch) and to note the number of enclosures and plans received or returned, below the Register No. in the first column, thus, $\frac{240\text{R}}{\frac{6}{4}}$ would mean that with Register No. 240 Railway 6 enclosures and 4 plans were received, and $\frac{241\text{R}}{\frac{1\text{ retd.}}{1\text{ retd.}}}$ would mean that with Register No. 241 Railway 1 enclosure and 1 plan had been *returned.*

5th,—To the Chief Clerk, with the daily sheets to check. When all the receipts of the day have been registered, the lists are sent to Under-Secretaries and Secretaries for perusal, the letters being sent in batches

Disposal of Ordinary Receipts.

two or three times a day (as received and registered)—

6*th*,—*To the Branch Reference Clerk*, to send the plans (if any) to the Plan-keeper to be registered and returned (see orders about registration of plans in Section vi); to enter the subject in his file book; to give a file number to the letter; to put up all necessary papers for its disposal, and to pass on—

7*th*,—*To the Head Assistant*, to read carefully, to see that the case is *complete* and properly arranged, and to make any necessary remarks or suggestions. He will be responsible that any "urgent" letter is passed on to the Under-Secretary at once and separately.

Should it be necessary to prepare a note on the case he must set forth—

The point or question to be decided,
the orders or precedents bearing on them,
and, should he deem it fit, suggest orders.

Ordinary cases of a simple character, or matters of routine, can be disposed of at once by simply submitting drafts for approval.

8*th*,—*To the Under-Secretary, to the Secretary, or Joint-Secretary*, for orders (nothing is to be sent direct by Head Assistants to Secretary or Joint-Secretary); all must go through the Under-Secretary, who exercises his discretion as to the cases which should go before the Secretary.

9*th*,—*To Head Assistant*, to draft or carry out any other orders passed.

10*th*,—*To the Under-Secretary*, for approval of draft.

Disposal of Ordinary Receipts.

11*th*,—*To Joint-Secretary or Secretary*, ditto (when Under-Secretary considers it necessary and marks it to go).

12*th*,—*To Head Assistant*, to docket the draft and to mark on it how it is to be disposed of, such as "Issue and table," "Issue, table and record" (A or B), "Issue and await," "Issue and send to ——— branch to note," or whatever is required to be done (see instructions to Drafters in Section viii).

13*th*,—*To Copyist*, to copy the draft and enclosures, a list of which must invariably be written at the end of the fair letter. If there are no enclosures, he should write "Enclosures *nil*." He must invariably initial and note at the foot of the draft the date on which he makes the copy, thus—

Draft copied on... 1-2-85.
Enclosures " ... 1-2-85.

A. B.,

and he must at once pass on both the drafts (with enclosures) and fair copies

14*th*,—*To the Examiner*, for examination, and to number and date the draft and fair letter. The Examiner will note at the foot of the draft (under the Copyist's note) the date on which he completes the examination, thus—"Examined on 2-2-85."

E. R. S.,

and will then send on the fair letter—

15*th*,—*To the Sorter*, to place in a portfolio (there is one for each Secretary, Joint-Secretary and Under-Secretary), ready to be sent with others for signature at whatever hour may be fixed for so doing, and the draft (with complete file).

Disposal of Ordinary Receipts.

16*th*,—*To the Issue Clerk*, to copy the docket (with No. and date, &c.) into the sheets and to transfer to the sheets any remarks given by the Head Assistant to "Takeed" or "Table," &c. He will also note the Register No. of the letter to which the issue is a reply in the column for the purpose in the Issue Sheet. On return of the letter to office after signature, it will be sent, with the draft and complete file,

17*th*,—*To the Sorter*, to see that all enclosures and plans to issue with the letter are put up and to note on the draft by whom the fair letter has been signed. The whole will then go—

18*th*,—*To the Despatcher*, to despatch the signed letter with enclosures and plans, if any; to stamp on the draft the date of despatch and to note the same in his numerical despatch book. If the case has been ordered to be tabled for His Honor's perusal, it will be sent—

19*th*,—*To the Tabler*, to prepare draft table (see separate orders about preparation of His Honor's table in Section xii) for Head Assistant's approval; after approval the case is sent by the Tabler to the Reference Clerk, otherwise it will go at first—

20*th*,—*To the Reference Clerk*, to enter subject and file No. in his file book, and, if it is to be recorded, to pass on

21*st*,—*To the Recorder*, to record A or B as ordered (see instructions about recording in Section xv).

4. The daily registers of receipts and issues will, after return from branch Under-Secretaries, be sent to

6957

the Secretary and Joint-Secretary for perusal. Should they note any instructions on them, the Head Assistants will (on return of the register) see that they are at once attended to.

5. Whenever the Secretary or Joint-Secretary leaves head-quarters for Darjeeling or elsewhere on duty, a copy of the daily registers of receipts and issues will be sent to him, should he so desire.

6. Under no circumstances is a clerk to write in ink on any original document received in the office. Suggestions or remarks of Head Assistants are to be on the back of the docket cover.

Section vi.—Registration and disposal of Plans, &c.

1. Plans received in the office of the description given below will be sent by the Reference Clerks (with covering letters after the latter have been registered) to the Plan Indexer to be registered:—

GENERAL AND ROADS AND BUILDINGS BRANCHES.

Plans of civil buildings ...	Received with completion reports and quadrennial repairs estimates.
Do. bridges ...	
Land plans	Received with declarations, &c., for acquisition of land and those subsequently forwarded, showing the land as actually required.

Maps of civil stations.
District maps.
Type drawings of military buildings.
Land plans of cantonments.
Maps shewing military stations.
Plans of encamping grounds.
Standard plans of civil buildings received from other provinces and Home Government.

2. Those first received with projects will not be registered unless specially ordered by the Under-Secretary or Head Assistant of branch.

IRRIGATION BRANCH.

3. *All plans received in this branch will be registered.* They are principally of the following description :—

Plans of buildings.
Land plans.
Working maps and plans.
Plans of head works.
Finished drawings of works prior to photozincography.

RAILWAY BRANCH.

4. *All plans, &c., received* in this branch will also be registered. They generally consist of—

Land plans.
Project plans.
Plans of buildings, bridges, and other works in hand.
Plans and photographs of machinery, rolling-stock, tools and plant, &c., sent out from England.

5. The Plan Indexer will keep up a *Yearly* Register (one for General and Roads and Buildings, one for Irrigation, and one for Railway Branch) in Form No. 67, in which every plan or set of plans* sent to him for registry will be entered and consecutively numbered in the order of entry ; and in the third column of which below "Particulars" of the plans, the number and date of the letter with which they are received will be noted in red ink.

* One Register No. only (and not one for each) is given to all plans received with a letter bearing on one subject; but if the plans relate to different subjects, separate numbers are given to each one or to each set, as the case may be.

Registration and disposal of Plans, &c.

6. The registry mark will be stamped on each *plan* as under:—

7. The register number of each plan or set of plans will also be noted on the face of the docket of the letter with which received, thus:—

so that in case of the plans being separated from the case they can again be connected.

8. The letters and plans will then be returned to Reference Clerks to complete the files for submission, by heads of branches, to Under-Secretaries for orders in the usual manner. When orders have been carried out and

passed through the Reference Clerks' books, the cases will be sent again to the Plan Indexer to note clearly in the last column of his Register how the plans have been disposed of; if they have been returned to the office which submitted them, the number and date of the letter returning them, and the file number of the case should be entered, and it should be noted whether or not a copy has been kept. Head Assistants will take Under-Secretary's orders in doubtful cases whether a copy should be kept or not.

9. In the case of original plans, &c., which are *prepared in the office* and consist chiefly of standard drawings of civil buildings, a similar procedure will be followed; and in column 3 will be noted in red ink "Prepared in Chief Engineer's Office," instead of, as in the case of plans received in the office, the number and date of letter with which received.

10. Plans prepared in the office should be sent for registry *before* they have been photozincographed, and a note should be made in the Plan Indexer's Register of the number of copies obtained and how they have subsequently been distributed.

11. After plans have been registered in Form No. 67, and on the same day, they should be *indexed* in Form No. 66.

12. All plans retained in the office will be kept in bundles, drawers or cases in such a manner that they can be easily traced from the plan register or index.

13. Small plans or tracings, &c., which can be folded up to foolscap size, *i.e.* 13″×4″ or *less*, will not be kept in the plan-room, but with the files to which they belong, as "keep-withs."

Procedure in certain cases in which more than one branch is concerned.

Section vii.—Procedure in certain cases in which more than one branch is concerned.

1. A general call for information, or a communication from the Government of India or elsewhere, which relates to more branches than one will be registered only in one branch,—that which it principally concerns,—and the Head Assistant will hand over a copy (as a rule all such communications are printed) to the other branches concerned, for necessary action.

2. When the desired information has been obtained in the several branches, it will be passed on, with any remarks considered necessary, to the branch in which the first communication was registered to prepare a general reply or for final disposal.

3. It will often happen that cases besides the foregoing have reference to the work taken up in two or more branches, *e.g.*, an application for an additional grant of money may have to be considered in the Accounts Branch, with reference to the source whence funds can be supplied, and should also be taken up in the Works Branch concerned and an opinion given as to the propriety of the work for which the additional funds are required.

4. As a general rule a case taken up in any branch which appears to relate also to the business of another branch of the office should be sent to that other branch for remarks, before being submitted to the Secretary or Joint-Secretary, or otherwise disposed of under the rules. The note of the branch in which the case was first received may, if thought desirable by the Under-Secretary, be reserved until the other branch concerned shall have made any remarks deemed necessary; but in any case, the papers should be returned to the former branch before being sent on to the Secretary or Joint-Secretary or otherwise disposed of.

Procedure in certain cases where more than one branch is concerned.

5. In the case of papers which have to go to more than two branches, each branch will return them to the original branch.

6. Applications for, or correspondence relating to, general books of references, newspapers and periodicals, codes and the like, to whichever branch addressed, should be registered and disposed of in the General Branch.

7. When an officer or subordinate is praised or censured by Government, the papers of the case should be sent to the Establishment Branch concerned, before being sent to the Secretary, for any remarks that may seem called for on the purely personal aspect of the case, and for the guidance of that branch in dealing with promotions or other connected cases which may be in office.

8. In cases in which drafts are prepared in one branch on notes that have been suggested or modified in another branch, the Under-Secretary of the branch from which the draft issues will exercise his discretion in sending the draft to such other branch before issue or transmission for approval to the Secretary as the case may require. The object to be arrived at in every case is that the draft shall be a correct statement of the order approved by proper authority.

9. Every draft ought to be seen, either before or after issue, by each branch to which the case has been sent for remark.

Section viii.—Instructions to Drafters.

1. The following instructions are laid down for the guidance of drafters and should be strictly attended to:—

The clerk who notes in a case should, as a rule, draft the order. He should—

(*a*) Enter on the margin (at top) the Register No. or Nos. of the letter or letters replied to.

Instructions to Drafters.

(*b*) Note the classifying letter against "No.," leaving space for the number to be entered by the Despatcher.

(*c*) Write neatly and legibly and not put more than 20 lines to the page.

(*d*) Number the paragraphs.

(*e*) Docket the draft (after approval) clear and sufficiently full without being too lengthy.

(*f*) When sending up a draft for approval, take care to arrange the papers in the file in proper order, removing from the file any unnecessary slips and papers.

(*g*) In the case of a circular or general letter specify clearly the officers to whom it should go.

(*h*) Note, in ink, the documents and plans to accompany the letter. (This note will appear in the fair copy of the letter also.)

(*i*) If original papers are being returned, note in red ink in the margin of the draft the papers of which copies should be kept.

(*j*) In cases where there are more than one draft, note the number of drafts submitted for approval at top of each in red or blue.

(*k*) If the case is urgent place a red "urgent" label at the top of the file.

At top of Draft—

(*l*) If the letter is to be placed in the Takeed list, denote in red ink with a T.

(*m*) If the case is to be tabled for His Honor's perusal, write TABLE in red or blue.

(*n*) Note the part (A or B) of the proceedings in which the papers are to be recorded.

(*o*) In any case where an officer is censured or praised, write in *red* ink "After issue send to E Branch to note."

At bottom of Draft—

(*p*) If the case is to be made keep-with of a collection, note in red or blue K.-W.

Instructions to Drafters.

(*q*) If the case ought not to be recorded immediately but kept pending, write "PENDING."

(*r*) When sending the draft for issue initial and date all instructions given.

Note.—i.—When letters, circulars, &c., *issue* in print, two copies are to be sent to the officer who is to sign them, one copy for signature and the other for initial. The latter is to take the place of the original manuscripts, which with any intervening proofs is to be destroyed.

ii.—Proofs and manuscripts corrected by and all order in the handwriting of His Honor are never to be destroyed.

iii.—The Under-Secretary will note, when approving a draft, whether it is to issue or go to the Secretary or Joint-Secretary. If this is not done the Head Assistant should return the draft for orders on this point.

iv.—In cases in which letters or other documents are to issue in print, the manuscript drafts need not go to the Secretary; the proof with the connected papers should go instead.

v.—After final approval, the proof will be numbered, dated and registered in the Issue Register, initialled by the Head Assistant and then returned to Press for the requisite number of copies to be struck off.

vi.—All approved drafts, unless urgent, that are sent back to the Press after 12 o'clock and all circulars, &c., bearing a number and date, and of which a large number has to be printed, should bear the date of the following office day. Thus an approved proof sent to Press after 12 o'clock on Saturday should be dated the following Monday.

Section ix.—Forms of Communications and Orders.

1. The various forms in which communications, &c., may issue are:—

(1) *Letters* for all ordinary communications and for orders on references made by subordinate authorities.

Note.—It should always be borne in mind that the Government of Bengal is one Government, although its business is carried on in several Departments. It is consequently not a proper thing to address the other Departments by letter or to say anything that has the appearance of setting up the authority of one Department against another.

(2) *Office memoranda* should be used in addressing other Departments of this Government on matters of office detail, as in applying for copies of papers, making and replying to formal enquiries of a routine nature, asking

Forms of Communications and Orders.

for the opinions* of other Departments, and giving the opinion of Government in this Department, but they must never contain formal orders of Government. As a rule, the office memorandum (which should be written in the third person) will be the Secretary's or Joint-Secretary's mode of communicating with the Secretaries of other Departments as distinguished from that of Government.

*[*Note.*—There is only one authority—that of the Government of Bengal; where differences of opinions arise in the different Departments, they should therefore always be referred to as the opinions of the Government in the particular Department in which they have been formed.

(3) *Dockets* should be used for communicating copies of letters or other documents without any remarks from this office, or with a simple request only.

(4) *Extract Proceedings.*—Where a correspondence has to be communicated to one of the other Departments of this Government and when further orders are required in that Department, the papers should commonly be sent in this form.

(5) *Resolutions.*—The *absolute orders* of Government on matters of a general nature or of more than usual importance and requiring to be communicated to several authorities should issue in the form of a Resolution.

In the wording of resolutions, such expressions as "the above observations" or "the above subject" should be avoided. The expressions should be "these observations," "this subject," and so on.

Forms of Communications and Orders.

(6) *Circulars.*—Papers which it is desired to communicate generally, or general calls for information, &c., are issued in circulars.

Circulars are issued in three series,—

(1) "General and Roads and Buildings."
(2) "Railway."
(3) "Irrigation."

and a separate Register [similar to the ordinary Issue (Letter) Register] is kept up in each branch.

In the distribution of circulars, discretion must be used. On each circular it should be noted to what offices or persons it is to be sent. A list showing the distribution of circulars should be kept up in each branch.

Section x.—Signature of Letters, Notifications, &c.

1. Fair letters, whether printed or in manuscript, unless urgent, will be submitted for signature—

Daily (except Saturdays and the days preceding holidays) at between 2 and 3 P.M.

On Saturdays and days preceding holidays in two batches—at 12 noon and 4 P.M.

2. Urgent letters and letters marked "Out today," the drafts of which are received in office too late to be copied and sent for signature at the hours named, may be submitted at any time afterwards.

3. Letters, Resolutions, &c., of which the drafts may have been approved by the Secretary or Joint-Secretary will ordinarily be signed by him, but there will be no objection to any such letter being signed by any Under-Secretary when such a course will obviate delay, his own official designation being used, except in cases of importance or in which censure is administered, when he will sign "for Secretary" or "for Joint-Secretary," or if the letter is from the Chief Engineer as "for Chief Engineer."

4. All ordinary and unimportant letters will be signed by the Under-Secretary of the branch concerned—if they are from the Secretariat as "Under-Secretary"

and if they are from the Chief Engineer as "for Chief Engineer."

5. In cases in which it may be necessary for the Chief Clerk and Registrar to sign letters or orders, his signature should appear as "for" the responsible officer, and should be understood as merely authenticating the document. His own official designation should not be appended to his signature.

6. All letters to High Court and to the Board of Revenue must issue under the signature of the Secretary or Chief Engineer, as the case may be.

7. Notifications, &c., for publication in the *Calcutta Gazette* should appear under the signature of the Secretary or Joint-Secretary.

8. As all such notifications, &c., must emanate from one of these officers, who is responsible for them, his name may appear at the foot of the copy sent for publication as "signed," and the actual issue will be made under such arrangements for the convenient conduct of business as may be in force.

9. The signature of the Chief Clerk and Registrar below the name and title of the responsible officer may, in exceptional cases, when such an arrangement is necessary, serve to authenticate the notifications, but should not appear in the Gazette.

10. Republications in the *Calcutta Gazette* of Government of India's notifications, &c., may be issued under an Under-Secretary's signature.

Section xi.—The "File" system or manner of keeping official papers.

1. Both the Secretariat and Chief Engineer's papers are to be kept together in bundles or "Files"

The "File" system or manner of keeping official papers.

by subjects (so that when a reference regarding any subject is required, the papers bearing on it may be together and readily accessible), and numbered consecutively, commencing with the earliest.

2. When the Reference clerks are in doubt as to the file in which a letter should be placed or as to the subject or title which should be given to a new file, they should at once take the orders of the Head Assistant of the branch in the matter. The Head Assistants are responsible that, before submitting cases to the Under-Secretary, a proper title has been given to each new file opened, and that papers relating to different subjects are not mixed up in one file.

3. It would be well if the Head Assistant wrote in red ink across the face of the docket of each letter, before sending it to the Reference Clerk, the title (brief) of the file in which the paper is to be kept.

4. When more than one subject (as is sometimes the case) is referred to in a letter, a copy of the letter, if printed, should be placed with each file to which it has reference, the original being kept with the file it principally concerns. If the letter is in MS., a copy of the portions which relate to other files should be placed with those files.

5. Different files bearing on the same subject should be countermarked.

6. To prevent a file becoming too bulky and inconvenient it is to be closed (the Head Assistant should give the order to close a file) when a letter issues laying down specific orders and a fresh file commenced with any subsequent letter that may be received on the subject.

The "File" system or manner of keeping official papers.

7. The files will be distinguished by numbers and the month in which the correspondence commences. Example :—

A letter is received from the Superintending Engineer, Central Circle, on the 20th January 1884, regarding the construction of a residence for His Honor the Lieutenant-Governor at Darjeeling. No previous correspondence on the subject has taken place in this department, and the letter from the Superintending Engineer is the first received. Assuming that five new subjects had already been introduced in the branch in which this question has to be dealt with, this letter would receive the file number 6 of January 1884 (the month in which the correspondence commenced), and being the first file of the bundle it would be marked $\frac{6}{1}$ of January 1884; the requisition on it to prepare plans, &c., or whatever action may be taken on it, would be $\frac{6}{2}$; and the next letter received or issued on the subject $\frac{6}{3}$, and so on for all the correspondence (except printed takeeds, which should not get a file number) until an order issued, say, sanctioning the estimate, which being a definite and specific order would close the file, and a new one would be opened with any subsequent letter received on the subject.

8. After the Government or Secretariat papers are recorded, they are to be replaced and kept with the files to which they belong, their record or proceeding number being noted (by the Proceedings Clerk) on the centre of the outer sheet of the document. The *file* numbers are always to be marked on the *top* of the paper.

9. The file number (and month) of every receipt and issue is to be noted in the columns for the purpose in

the registers of receipts and issues respectively, so that in cases where only the number and date (without any subject) of a letter required is known, the file in which it has been placed can be easily traced.

10. The Reference Clerks are to keep up:—

(1) A register of the numbers given to files, with a reference to the pages of the index.

(2) An index in which the general subject matter of each letter in a file is to be entered (receipts in black and issues in red ink).

11. Sample sheets of the register of file numbers and index with a few entries are given on the next six pages.

12. The files of each branch are to be kept in the racks in numerical series, month by month: when they are three years old they are to be sent down to the "old records" room to be properly arranged and tied up into bundles in such a manner that they will be readily accessible when required again.

Number.	Subject.	Page.	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13	Mr. J. A. D. Lloyd, temporary Engineer	L. 2.	
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28	Grant of special allowances to the officers of the Nagpore Railway Surveys.	A 3.	
29			
30			

Number.	Subject.	Page.
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44	Mr. A. Greenlees, Assistant Engineer	G. 1.
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
30 & 96	Mr. J. Lewis, Inspector of Maintenance	L. 4.

Title.	Subject.	From and to	No. and date.		File No.
Grant of special allowances to the officers of Nagpore Ry. Surveys.	Requests to represent to India that the rule regarding travelling allowances should apply generally to the department and not to survey parties only.	C. E. B. C. Ry. S.	T 139 ...	30-12-1883	38/1 Jan. 1884.
	Submits for reconsideration ...	*India* ..	200*R.E.* ...	12-1-1884	38/2 „
	Enquires the reasons for the grant of extra pay and allowance.	India ...	88R.E. ...	9-2-1884 ...	38/3 „
	Forwards for remarks copy of above ...	*C. E. B. C. Ry. S.*	673*R.E.* ...	16-2-1884...	*Ditto.*
	Solicits sanction to the grant of extra allowances.	C. E. B. C. Ry. S.	693 ...	3-5-1884 ...	38/4 „
	Requests sanction to the grant of extra allowances.	*India* ...	294*T.—R.E.*	20-5-1884...	38/5 „
	Asks for certain information in connection with above.	India, P. W. D. ...	408R.E. ...	20-6-1884...	38/6 „
	Explains the reason why the allowances should be granted.	*India* ...	2056*R.E.*...	23-7-1884	38/7 „

Note—Letters received to be entered in *black*, and letter issued to be entered in *red* ink.

G.—Page 1.

Title.	Subject.	From and to	No. and date.		File No.
Greculees, A., Mr., Asst. Engr.	Requests that the transfer of—may be granted.	N. B. S. Ry. ...	13E ...	5-1-1884 ...	4/1 Jan. 1884.
	States that publication of a notification is unnecessary.	*N. B. S. Ry.* ...	127*R.E.* ...	14-1-1884...	4/1 *Jan.* „

L.—Page 2.

Title.	Subject.	From and to	No. and date.		File No.
Lloyd, Mr. J. A. D.	Applies for the post of a temporary Engineer.	Mr. Lloyd ...	Nil ...	17-12-1883	1/1 Jan. 1884.
	Offers him an appointment of a temporary Engineer on Rs. 550 per mensem.	*Mr. Lloyd* ...	394*R.E.* ...	28-1-1884...	1/2 "
	Applies again for an appointment ...	Mr. Lloyd ...	Nil ...	26-1-1884.	1/3 "
	Regrets that he is unable to accept the appointment offered to him.	Mr. Lloyd ...	Nil ...	2-2-1884 ...	1/4 "
	Informs that no higher salary than that offered to him can be given at present.	*Mr. Lloyd* ...	577*R.E.* ...	8-2-1884 ...	1/5 "
	Enquires if any employment can now be given to him, and if so when.	Mr. Lloyd ...	Nil ...	25-5-1884.	1/6 "
	Forwards copies of his testimonials in continuation of above.	Mr. Lloyd ...	Nil ...	17-7-1884	1/7 "
	Informs that his services will not be required before the end of August 1884.	*Mr. Lloyd* ...	2144*R.E.*...	30-7-1884...	1/8 "

L—Page 4.

Title.	Subject.	From and to	No. and date.		File No.
Lewis, J., Mr. Inspector of Maintenance	Request to forward the service book of—.	N. B. S. Ry. ...	62E ...	19-1-1884...	96/1 Jan. 1884.
	Requests that the Service Book of the Inspector may be supplied as soon as possible.	*Central India, P. W. D.*	379*R.E.* ...	24-1-1884 ..	96/2 „
	Requests to realize Rs. 31-15 due by him on account of rent of quarters occupied by him while attached to the Bhopal Railway.	D. G. of Rys. ...	0253E ...	6-2-1884 ...	96/3. „
	Forwards copy of above for guidance	*N. B. S. Ry.* ...	650*R.E.* ...	13-7-1884...	96/3 „
	Informs that the Service Book was forwarded to Curator of Monuments for verification.	Central India, P. W. D.	82R. ...	6-2-1884 ...	96/4 „
	Forwards copy of above	*N. B. S. Ry.* ...	730 *R.E.* ...	18-2-1884.	

Section xii.—Lieutenant-Governor's Table.

1. This "Table" is a weekly abstract of the important cases which have not been laid before the Lieutenant-Governor, and of the orders passed on them by the Secretary or Joint-Secretary in the name of the Lieutenant-Governor.

2. All important orders which issue from Government or from the Chief Engineer are, *if the papers have not been laid before the Lieutenant-Governor*, to be entered, in abstract, in the weekly tables (forms 40 to 44) for His Honor's perusal.

3. Head Assistants must be very careful to note on all such orders the word "TABLE," in coloured letters at the top of the drafts before sending them for issue, and the despatcher will be responsible that cases so marked are (as soon as the order has been despatched) sent to the Table Clerk.

4. On receipt by the Table Clerk he will prepare the draft tables, which must be sufficiently full and intelligible without being too lengthy (in form 39 , and send them to the Head Assistants for check, initial and return, and on their return they will be copied into the table sheets (forms 40 to 44) for the current week. The Table Clerk will initial and note the date of preparation of each draft table before sending it to the branch for check. He will also note on each case (below the Head Assistant's order to "Table") when it was tabled, thus:—

"Entered in table for week ending .."
(initial) (date.)

5. Head Assistants must never delay the drafts, but must return them, if possible, on the same day or at latest the day after they receive them for check.

Lieutenant-Governor's Table.

6. When head-quarters are at Darjeeling, the clerk in charge will prepare a table in proper form of important cases which may issue there and will attach it to the Calcutta Table when sent up for Secretary's signature.

7. No case is to be taken away from the Table Clerk except for very urgent reasons, and then only with the permission of the Chief Clerk, until it has been properly tabled.

8. The Table Clerk will keep a note of any cases which may be taken away before being tabled, and will see that they are duly returned and entered in the Table for the week to which they relate.

9. The Table will be closed as a rule at 4 P.M. on Saturdays. It may thus happen that *all* the orders issued during a week (for instance those sent to Press to be printed and those despatched after 4 P.M. on Saturdays, &c.) cannot be entered in the Table for that week; care should be taken, however, that any omitted under these or other circumstances are duly entered in the Table for the following week, with a note against each "Omitted to be entered in table for week ending .."

10. Heads of branches are to give these orders their particular attention and to endeavour always to make the "Table" a faithful record of all the work transacted by the office in the name of the Lieutenant-Governor.

11. The Chief Clerk will inspect the table sheets daily, and once a week will have them compared with the issue sheets to see if any important orders have been omitted; in the event of this being the case and a satisfactory explanation is not forthcoming from the branch clerk, he will bring the matter to the notice of the Under-Secretary.

Section xiii.—Rules to promote expedition in disposal of business.

ARREAR LISTS.

1. Between the 10th and 15th of every month the "Takeed Clerk" will furnish each branch with a Return of cases received during the previous month and still undisposed* of (in Form Nos. 56 and 57), with columns 1, 2, and 3 filled in; columns 4 and 5 will be filled in at once by the Head Assistant of the branch to which the papers belong and sent on to the Under-Secretary to fill in column 6 for all cases with him. The Return will then be sent to Secretary or Joint-Secretary if considered necessary.

2. When returned to office they will be kept by the Takeed and Arrear List Clerk and cases scored out as they are disposed of. Old Returns are to be sent up with the new ones until all the cases are disposed of, when they may be destroyed.

3. The arrear lists will be endorsed with a memorandum showing the numbers of receipts and issues during the month and the number of receipts undisposed of on the 15th of following month, thus:—

GENERAL BRANCH.—JANUARY 1885.

Number of receipts	...	...	3,280
„ „ issues	...	...	2,990
Number of ARREARS on 15th February			16

4. The preparation of the Arrear List is very simple. Once a month, only, the clerk has to look through the Register of Receipts and copy therefrom into Form 56 the entries against which the column "Details of orders" has not been filled in, and then to compare the old lists

* NOTE.—Cases sent to Recorder and "Await" cases are, as far as this form is concerned, to be considered as disposed off.

with the old Register of Receipts from which they were prepared and to strike out from the former all entries against which the column "Details of Order" in the latter has subsequently been filled in. Thus the two returns (old and new) together form a complete list of all letters received in the office up to end of previous month, which have not been disposed of.

TAKEED LISTS.

5. A list (in Form 54) of unanswered references or calls for information will also be sent up between the 15th and 20th of each month, so that the Under-Secretary may check the neglect on the part of other offices to comply promptly with, and on the part of this office to enforce attention to, calls made from this office.

6. These takeed lists are prepared by the Takeed Clerk in the following manner :—

Daily he reads through the issue sheets of the previous day and copies therefrom—

(I) into his branch Takeed Book the abstracts of all letters requiring replies (these are marked by the Issue Clerk "Takeed").

(II) in the Receipt sheets in the column "Details of orders" the number and date, &c., or of orders which have issued on letters received in the office.

Then he reads through the Receipt sheets of the previous day and notes therefrom in the Branch Issue sheets and Takeed Books "the Register numbers of replies" received to letters which have issued from the office, at the same time scoring out from the Takeed Books the abstracts of letters which have been replied to. He thus has a complete list *to date* of all replies due to letters which have issued from the office.

Rules to promote expedition in disposal of business.

7. On return of the takeed lists to office with orders as to what letters are to be takeeded, Head Assistants will put up the necessary takeeds (in Form 45, 46 or 47) and send them direct to the Under-Secretaries for signature.

8. The cases need not be put up with the takeeds unless specially asked for by the Under-Secretary, but Head Assistants will invariably note the number and date of each takeed issued on the original draft.

9. After the takeeds have been signed, they will be sent by the branch concerned to the Takeed Clerk, with the takeed lists, and he will note in the "When reminded" column of the latter the number and date of each takeed and then send the takeeds (through the Sorter) to be despatched.

PENDING LISTS.

10. A list of pending or await cases, *i.e.*, cases which cannot be *disposed* of for want of certain information which has been called for, or which may be shortly expected, will be prepared by Head Assistants in Form (No. 58) and submitted to the Under-Secretary concerned, for perusal and any orders that may be necessary, once or twice a month as may be directed.

Section xiv.—Periodical Returns.

1. A list of periodical returns prescribed for submission in connection with the business of the Public Works Department is given in Appendix A. The Head Assistant of each branch will see that the returns are regularly submitted by the offices concerned on the dates fixed, failing which it will be his duty to bring the matter to the notice of his Under-Secretary for orders.

2. The manner in which the several returns are to be disposed of after receipt is noted in the list, and should be properly attended to, and the lists should be kept corrected up to date.

Section xv.—Recording.

1. Every endeavour must be made by prompt recording to avoid the accumulation of unwieldy masses of unrecorded papers and cumbrous collection files.

2. A case having been disposed of, the unrecorded papers will at once be prepared for record, the previous recorded papers being returned to their racks as soon as they have been countermarked with the newly recorded papers.

3. All cases are to be considered as "disposed of" and in a state to be recorded, when definite orders have been passed on them, whether those orders finally dispose of the reference or not. When a call is made for further information which is likely to be supplied soon, or when a preliminary reference is made to some other department without an expression of opinion in this department, the papers should not commonly be recorded till the case can be dealt with on its merits.

Recording.

4. The records will be kept in three divisions according to their importance:—

I.—In Part "A" papers of first importance.

II.—In Part "B" papers of minor importance, but still worthy of being preserved.

III.—In Part "B Routine" other papers of passing interest not included in the above.

5. Chief Engineer's papers will not be *recorded* except under special circumstances.

6. Entirely useless papers such as printed takeeds should, when the original letter has been disposed of, and the case is being recorded, be destroyed unless any important remarks have been made on them by the Office, the Under-Secretary or Secretary, when they should be made "keep-with," a note to this effect being made in the file to which it belonged. Orders for such destruction will be given by Head Assistants, and the Recorder will see that they are carried out.

7. Papers, as recorded, should be consecutively numbered for each subdivision of each branch beginning with No. 1 in each month, Part A and Part B of each subdivision of the records having a separate series of numbers. The enclosures in the same letter should, as a rule, have separate record numbers, but enclosures of an enclosure may be included under its number. The papers of each case should be numbered in order of their dates, commencing with the earliest. Office notes or notes by the Secretaries or the Lieutenant-Governor to which the initials of the writer only are attached will not be recorded or brought on to the Proceedings except under special orders. Such papers, if important, will be printed when belonging to "A" cases, and be made "keep-withs," one copy being placed with each printed collection.

Recording.

8. Head Assistants must be careful to strike out from office notes, before sending them to the Press, any ephemeral matter not required for future reference.

9. *Minutes* by His Honor the Lieutenant-Governor will always be recorded at length.

10. Bulky enclosures or statements and unimportant papers connected with an "A" case, which it is not absolutely necessary to reproduce in the printed proceedings, &c., may be put up in original with the recorded papers of the case, with which they are connected as "keep-withs" or "deposited papers." The latter name applies only to such of the papers as are considered of sufficient importance to have a regular number affixed to them, and which are therefore referred to in the fly docket of the collections. Keep-withs will bear no proceedings number, but on each one the number of the proceedings with which it is to be kept will be entered, and a list of all the papers within a keep-with will be made on the face of the keep-with cover. Part "A" cases will be printed at length, and with a table of their contents, the abstract or contents of "B" cases, and the alphabetical index form the monthly volumes of proceedings.

11. Eight complete copies of the monthly proceedings and one additional copy of the indexes and tables will be prepared for distribution as under:—

To Under-Secretary of State for India 2 complete copies with an additional copy of the indexes and tables.
To Government of India, Public Works Department, 1 complete copy excluding the military portion.
To Government of India, Military Department, 1 copy of the military portion only.
For Secretary's use ... 1 copy.
" Office records at Calcutta ... 2 copies.
" Ditto Darjeeling 1 copy.
" Reference Clerks ... 1 copy of the portion relating to their branches.

Recording.

12. Head Assistants will in doubtful cases obtain the orders of the branch Under-Secretary as to the part of the proceedings in which papers are to be recorded. It is necessary to guard against important cases being recorded in part "B" merely because the letters are short.

13. In recording "A" cases, the papers will be numbered, a printed fly docket and table of contents prepared, and the index made, to be arranged alphabetically at the end of the month. The proceedings will then be printed, proofs being corrected, when necessary on account of technicalities, by the Head Assistant or one of the branch clerks.

14. The printed fly docket referred to should contain a short abstract of the subject, the number and date of each letter or other papers which bear a number in the recorded proceedings, a note of all keep-withs and plans in connection with the case, and a reference to former and later cases connected with it.

15. Ordinarily five copies of the collection of papers in each part "A" case, one on strong blue paper and four on white paper should be printed; but when the papers are of very great importance, and are likely to be much referred to, more copies should be ordered. The blue copy will be placed in the file to which the papers belong and take the place of the original manuscript, and of the remainder one copy will be sent to, and kept in, the Darjeeling Office, and three copies in the record-room tied up with the original manuscript.

16. Part "B" cases need not have a fly docket for each collection. The papers will be numbered and indexed, the table of contents prepared, and the papers then placed in proper order in the files to which they belong. The table of contents is printed and inserted in the monthly volumes of proceedings.

Recording.

17. The entries in the tables of contents of the proceedings both "A" and "B" should state in a concise way the nature of the reference and the order given on it. The index should be prepared so as to give simple references to the subjects.

18. The Recorder will note in the "File reference" column of branch Registers of Receipts and Issues the part, month and number of proceedings in which each letter has been recorded.

19. The recording of each month should be closed, and a list of the closing numbers sent to Press as soon as possible after the last day of the month and not later than 15th of the following month.

20. The Recorders will send their tables of contents ("A" and "B") in portions, as prepared, to the Indexer two or three times a week or oftener if desirable, and the Indexer will at once prepare his index therefrom and pass the tables on to Press without delay.

21. The final portions of the tables of contents and the complete index for each month ought to be in the Press at latest by the 15th of the following month.

22. On the last case part "A" of each branch sent to press a remark should be written in pencil "closes the month."

Section xvi.—Custody of Records.

1. The records for three years, *i.e.* for the current and two previous years only, will be kept in charge of the Reference Clerk, in racks in the branches concerned, the older ones being sent down in January of each year to the record-room.

2. Similarly *spare copies* of documents will be kept with the Sorter till they are *one* year old, and will then be sent to the record-room.

Custody of Records.

3. The Record-keeper is to keep all records, &c., sent to him for custody in good order, to issue them as required, and receive them back from Reference clerks, and to take precautions against damp, vermin, &c., likely to injure the records. He is on no account to allow a paper to be removed from the racks, except upon a proper requisition slip being sent to him.

4. Return papers must be carefully examined by the Record-keeper before being put into their bundles, and he will be responsible that papers bearing different File Nos. and Files relating to different branches are not mixed up.

Section xvii.—Rules to prevent the accumulation of useless Records.

The following rules are laid down with the view of preventing the accumulation of records, &c. :—

1. The Head Assistant of the Routine Branch will, assisted by the Record-keeper, in January of each year, collect all papers which are to be destroyed under these orders, and submit a list of them to the Chief Clerk for orders.

2. The sale proceeds of any papers ordered to be sold will be credited to contingencies for the month in which realised.

Abstracts of Proceedings of Superintending Engineers and Managers of Railways, &c.—In January of each year, those of the last year but one should be destroyed.

Progress Reports of works under construction—Should be kept until they are two years old, and then be destroyed.

Government of India Circulars, &c.—All but four copies to be destroyed after the lapse of four years.

Rules to prevent the accumulation of useless Records.

This Office Circulars.—Three complete files (one for Darjeeling Office) with abstract of contents to be bound up yearly and never destroyed, 20 loose copies to be kept for four years, and then all but four destroyed.

Spare copies of printed matter received or issued.—All but four copies to be destroyed when the matter is disposed of and the papers recorded.

Budgets and Budget Orders, &c.—Three sets for each year to be bound up and kept, one for general office use in Calcutta and one in Darjeeling, and one set for the Accounts Branch. Loose copies to be kept for four years, and then destroyed. This rule is applicable to all important papers, such as "Outlay and Finance Accounts," &c.

Spare copies of half-yearly Railway Revenue Accounts and Statistics.—To be destroyed when two years old. All but three copies (two for Calcutta and one for Darjeeling Office) which are to be bound up and kept.

Monthly Rolling-stock Return (Railway).—To be destroyed when one year old.

Monthly Balance Return of Stores (Railway).—To be destroyed when one year old.

Weekly Traffic Statements (Railway).—To be destroyed when one year old.

Railway Time Tables, "Bradshaw," and the like.—To be destroyed as soon as revised ones come into force.

Weekly Tables of cases sent for His Honor's perusal—Can be retained till the room occupied by them is wanted, when the question of their destruction can be referred for orders.

Weekly Reports on Native Papers.—Ditto ditto.

Gazette of India, and Calcutta and other Official Gazettes.—One copy to be bound up and retained permanently. Remainder to be sent to the Press when a year old.

Rules to prevent the accumulation of useless Records.

Gauge Readings.—To be destroyed as soon as they have been compiled and published.

Army Lists and General Orders by the Commander-in-Chief and Military Department.—One complete file of each to be placed in the record-room and added to as time passes. Spare copies to be destroyed in January of each year.

Bengal Civil Lists.—One complete file to be placed in the record-room and added to as time passes. Spare copies to be destroyed in January of each year.

India's Classified Lists of Engineer, &c., establishment.—Two copies to be retained permanently and remainder to be destroyed when a year old.

Bengal Classified Lists of Engineer, &c., establishment.—Five copies to be retained and remainder to be destroyed when a year old.

Financial and Public Works Codes.—Two copies of each to be kept permanently and remainder to be destroyed when revised edition comes into use.

Bengal Directory.—One copy to be kept in the record-room and remainder destroyed on receipt of revised edition.

Indian Newspapers.—To be destroyed when one year old.

Section xviii.—Telegrams.

1. The telegraph is an extraordinay means of communication, which is not intended to be used in the transaction of public business except on urgent and important occasions and when the saving of time is of real importance to the public interest.

2. Brevity next to clearness is the most important consideration in telegraph messages. Care should therefore be taken to express them in the fewest possible words consistent with a clear rendering of their meaning.

Telegrams.

3. Telegrams regarding applications for leave and for appointments must be considered as private, and should therefore never be sent at the public expense.

4. Also if an officer seeking leave or an appointment elsewhere is desirous to receive a reply by telegraph, he should pay for the reply himself.

5. *Telegrams received* in the office will be registered like ordinary letters (*see* instructions for disposal of receipts in Chap. III, Sec. v.)

6. *Telegrams to issue* from the office will be drafted in Form No. 27, and after approval will be copied on the despatch form (supplied by Telegraph Office) by one of the branch clerks and sent to the officer concerned for siganture. When this is done the telegram with the draft will be sent with the usual order "Issue and await," "Issue and return," or whatever is required to be done, to the Head Assistant, routine branch, who will at once despatch the signed telegram and place his initial and the date of doing so against the word "despatched" at the foot of the draft, sending the latter to the copyist to prepare a copy for transmission by post. This copy must bear the same date as that on which the *telegram* is despatched, and it will be numbered, docketted and issued in the same way as an ordinary letter.

Section xix.—Confidential Papers.

The following procedure will be observed with confidential papers :—

1. Confidential papers will not pass through the office in the usual course, but will be dealt with by the officer of the branch, the Chief Clerk, and the Head Assistant.
2. Confidential papers will pass from hand to hand either by personal delivery or in sealed covers.

Confidential Papers.

3. The entries in the registers should be made from slips furnished by Head Assistants and will be very general, sufficient only to admit of the papers being traced.

4. Confidential papers will not be recorded without special orders in each case being taken by Head Assistant from the Under-Secretary of the branch.

5. As few copies of confidential papers as possible should be printed, and the Head Assistant should keep a note of how each copy is disposed of.

6. When confidential papers are sent out of the office, they will be put into double covers, the inner one being marked "confidential" and superscribed with only the name of the addressee and the outer one will bear the usual official address.

7. After final action, confidential papers should be made over personally by Head Assistant of branches to the Chief Clerk for custody in his confidential box under lock and key.

CHAPTER IV.

THE PRESS.

Instructions regarding Printing, Book-binding, &c.

1. All communications of whatever kind from the office to the Press should be made through the Chief Clerk to the Superintendent, and in no case to any of the subordinates, and the Press Superintendent will in like manner communicate only with the Chief Clerk.

2. It should be borne in mind that the work of the Press is printing only, and that all papers and collections should be sent to the Press complete and in the form and order in which they are to be printed.

3. The Press has no knowledge of the distribution of papers, and therefore when other than the usual number of copies are required the total number wanted must be indicated by the Head Assistants when sending the case to Press.

4. Instructions should be written on each final proof or call for copies whether the type should be kept standing or broken up.

5. The Routine Branch will keep up registers of all papers, &c., sent to Press to be printed, showing the branch to which they belong, when they are first sent, when proofs are received and returned, and when the printed copies are received. There should be one register for recorded papers and monthly proceedings, and another for current and unrecorded papers.

6. The Recorders will look over the proofs of the recorded papers and pass them on to the Head Assistants to check any corrections made, and to see that the entries are complete and that all Press queries have been answered. They will then be sent to the Chief Clerk, who before passing them on to the Press for

Instructions regarding Printing, Book-binding, &c.

final printing will satisfy himself that the papers are printed in proper form and order.

7. The proofs of printed letters, &c., *issued* from this office (whether they form part of the proceedings or not), as well as proofs of office notes and important remarks and orders by the Secretaries and the Lieutenant-Governor, will be examined by the Head Assistants or Correspondence Clerks; but in the case of letters (and their enclosures) *received* in the office, the Press after referring and receiving instructions on any doubtful words or passages should be responsible that they are correctly printed.

8. In printing office notes, the portion prepared by a clerk should be in "long primer" with the initial and date at the left hand corner, and notes and remarks by Secretaries and the Lieutenant-Governor should be in "small pica" type with the initial and date at the right-hand corner.

9. Book-binding, map-mounting, and other work of this description will also be sent to the Press for execution. Each requisition, which will be prepared in the Routine Branch on instructions from Under-Secretaries or Head Assistants, should be accompanied by a list of the books, maps, &c , sent, and a statement of the kind of binding required, samples being sent if available and considered necessary.

10. The Press Superintendent will submit a monthly statement of the cost of printing, &c., done for the office, and should this office require any futher information as to the correctness of this statement, &c., it should be readily afforded.

11. Printing should be resorted to only when the paper is an important one or when so many copies are

required that it would be more expensive to have manuscript copies made.

12. A good deal of printing can sometimes be saved by obtaining papers (enclosures, reports, tabular statements, &c.) from other offices, and this should be done whenever possible. Should such papers be required for the proceedings, they can be introduced as appendices.

13. When a printed letter or other document is received in the office, the Head Assistant of the branch concerned should at once ascertain if the requisite number of spare copies have also been received; and if he thinks that more are necessary, he should inform the Chief Clerk, who should at once make a demi-official application to the despatching office for additional copies.

CHAPTER V.

OFFICE ESTABLISHMENT OF CLERKS, &c.

Section i.—Pay and promotion of Clerks.

1. The clerks in the office of the Public Works Department Secretariat are divided into classes as under :—

Copyists.—Entering on Rs. 30 a month and rising Rs. 2 a month yearly to Rs. 40.

Class 6.—Entering on Rs. 40, rising Rs. 4 a month yearly up to Rs. 60.

Class 5.—Entering on Rs. 60, rising Rs. 8 a month yearly up to Rs. 100.

Class 4.—Entering on Rs. 100, rising Rs. 10 a month yearly up to Rs. 150.

Class 3.—Entering on Rs. 150, rising Rs. 10 a month yearly up to Rs. 200.

Class 2.—Entering on Rs. 200, rising Rs. 20 a month yearly up to Rs. 300.

Class 1.—Entering on Rs. 300, rising Rs. 20 a month yearly up to Rs. 400.

The Chief Clerk enters on Rs. 450 and rises Rs. 20 a month yearly to Rs. 550.

2. Clerks are ordinarily first appointed to the lowest class, vacancies in the higher classes being filled by promotion.

3. All persons will be on probation during the first year of service.

4. Promotions cannot be claimed on the ground of seniority from one class to another, but if a clerk is considered fit for a higher class he may be promoted on a vacancy occurring.

5. The apportionment of the work does not necessarily follow the arrangement of classes, and every person will be available for any duties for which he may be required without any claims to allowances in addition to his fixed salary.

Section ii.—Rules regarding attendance, leave, &c.

1. The hours of attendance are—

In the cold weather from 10-30 A.M. to 4-30 P.M.
,, hot ,, ,, 11 ,, to 5 ,,

daily, except on the last Saturday of the month, when, if business permits, the office is closed.

2. A quarter of an hour after office opens the Head Assistant of each branch submits a report in form 74 to the Chief Clerk, showing the state of the work of his branch and the attendance of the assistants. After making any necessary remarks as to absences, &c., the Chief Clerk initials these reports and submits them to the Under-Secretaries concerned for information, and on their return the attendance, lateness, absence, or leave of every assistant is entered in the attendance book, which is kept in the Routine Branch and initialled daily by the Chief Clerk.

3. If any person is absent for a whole day and does not submit an explanation he is liable to forfeit his salary for the day, and frequent or systematic absence or late attendance will lead to dismissal in the end.

4. Regularity of attendance is deemed so important that it is taken into consideration in determining claims for promotions and applications for leave. Further, annual increments of salary will not be allowed unless the claimant has been regular in attendance and given satisfaction by his conduct in the preceding year.

5. No assistant should leave the office during office hours without the permission of Head Assistants, whose duty it is to bring to notice any infraction of this rule. When Head Assistants are desirous of leaving during office hours, they should obtain the permission of the Chief Clerk.

Rules regarding attendance, leave, &c.

6. Should any clerk be absent in consequence of sickness for more than two days, a medical certificate must be submitted and the case will then be laid before the office Under-Secretary.

7. Casual leave of absence from office on account of sickness is only meant to meet cases of sudden indisposition, which probably lasts only two or three days.

8. When the sickness is likely to last more than this, the absentee must take sick leave on half pay for a period not less than fourteen days, during which time a temporary hand can be taken on and paid from the balance of the absentee's pay.

9. A clerk who is again obliged to take sick leave within three months of his return from sick leave may be supposed to be physically unfit for work in the office, and it will be a matter for consideration in each case whether his services should be retained.

10. The office is closed on Sundays and, work permitting, on all gazetted holidays.

11. Official hours must be devoted to the regular, diligent and punctual discharge of duties connected with the office, and the services of every clerk may be commanded whenever they may be available owing to a paucity of work in the branch in which he is employed or any other cause.

Section iii.—Miscellaneous Rules.

1. Assistants are not to carry on trade, business or profession, and they are not to have any other occupation which may call off their attention from their official duties.

Miscellaneous Rules.

2. All employes are to clearly understand that, if they voluntarily contract debts or obligations which they are unable to meet, they render themselves liable to summary dismissal (*see* office order No. 125 of 12th February 1884).

3. No assistant is to receive any strangers in the office except on purely official business.

4. No official documents are to be taken to their houses or out of the office by any but Head Assistants without the express sanction of the Chief Clerk.

5. Unless specially permitted, no assistant is allowed under pain of dismissal or worse punishment to communicate to an outsider either directly or indirectly any official document or information of which he may become possessed in the course of his official duty.

APPENDIX A.

List of Periodical Returns required to be submitted to the Office of Chief Engineer and Secretary to Government of Bengal, Public Works Department.

APPENDIX A.

Roads and Buildings Branch.

Periodical Returns required to be submitted to the Chief Engineer and Secretary to Government of Bengal, Public Works Department.

NAME OF RETURN.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
WEEKLY.				
Abstract of proceedings ...	Superintending Engineers and Superintendent of Works, Calcutta.	In week following that to which the proceedings relate.	P. W. Code, Vol. I, Chap. III, sec. ii, para. 34. B. G. Cir. No. 40 of 28th April 1865. Chief Engineer's Cir. No. 48E of 30th August 1876.	Read and filed in office.
YEARLY.				
Report of standing barrack committees.	Ditto ...	1st May ...	Standing order No. 45 of 1873. P. W. Code, Vol. II, Chap. XV, sec. i, para. 16.	Orders issued, if necessary.
Report on architectural remains visited.	Ditto ...	May	Chief Engineer's Cir. No. 413 of 7th July 1860.	Ditto.

Report on lightning conductors	Ditto ...	1st June ...	B. G. Memos. Nos. 1714-1719½ M of 25th May 1882. Chief Engineer's Cir. No. 70B of 14th Nov. 1882. B. G. Cir. No. 48B of 17th Nov. 1883.	Orders issued, if necessary.
OCCASIONAL.				
Inspection report of Superintending Engineers.	Ditto ...	As soon after inspection as possible.	Chief Engineer's Cir. No. 8 of 11th July 1865. Chief Engineer's Cir. No. 48E of 30th Aug. 1876.	Ditto.
Completion report on original works.	Ditto ...	On completion of work.	P. W. Code, Vol I, Chap. IX, sec. ii, paras. 31-33C. B. G. Resolution No. 765A of 7th Aug. 1878. B. G. Cir. No. 4A of 4th Feb. 1884.	Ditto.
Special report on completion of large and important bridges and of alterations and additions to such bridges.	Ditto ...	On completion ...	B. G. Resolution No. 4505 of 13th September 1875, Rules IV and VII.	Ditto.

Accounts and Road Cess Branches.

Periodical Returns required to be submitted to the Chief Engineer and Secretary to the Government of Bengal, Public Works Department.

NAME OF RETURN.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
WEEKLY.				
1.—Abstract of proceedings...	Superintending Engineers, and Superintendent of Works, Calcutta.	Weekly ...	P. W. D. Code, Vol. I, Chap. III, sec. ii, para. 34, and C. E.'s Cir. No. 488 of 30th August 1876.	Filed in office, and orders issued, if necessary.
MONTHLY.				
1.—Return shewing receipt and disposal of accounts in the office of Examiner of P.W. Accounts, Bengal.	Examiner, P. W. Accounts, Bengal.	After the 21st of each month.	P. W. D. Code, Vol. II, Chap. XIV, sec. viii, para. 171.	Filed in office.
2.—Return shewing Public Works Provincial and Local Funds receipts and charges.	Ditto ...	About two months after the month to which the accounts relate.	B. G. No. 920A, dated 31st Oct. 1877.	Ditto.

3.—Return of grants and approximate receipts and expenditure, and unspent balances on the 20th of each month.	Ditto ...	After the 20th of each month.	P. W. D. Code, Vol. II, Chap. XV, sec. ii, para. 40.	Filed in office.
4.—Statement shewing the estimated expenditure against Imperial and Provincial Budget grants.	Ditto ...	About two months after the month to which the return relates.	.....	Ditto.
5.—Statement of objectionable items in accounts of Imperial expenditure remaining unremedied up to end of month.	Ditto ...	Soon after the posting of Divisional Register of objectionable expenditure is completed in the office of Examiner of P. W. Accounts, Bengal.	P. W. D. Code, Vol. I, Chap. III, sec. vi, para. 114.	Orders sent to Examiner of P. W. Accounts, Bengal, and Superintending Engineers of P. W. Circles in Bengal concerned.
6.—Statement of objectionable items in accounts of Provincial expenditure remaining unremedied up to end of month.	Ditto ...	Ditto	Ditto.	Ditto.
7.—Statement of objectionable items in accounts of expenditure by Irrigation officers on buildings and roads remaining unremedied up to end of month.	Ditto ...	Ditto	Ditto.	Ditto.
8.—Monthly Appropriation Return of Imperial, Provincial, and Local Funds (Buildings and Roads Branch).	Ditto ...	10th of the month following that to which it relates.	P. W. D. Code, Vol. II, Chap. XIV, sec. i, paras. 19 & 20.	Sent to Accountant-General, P. W. D.

Accounts and Road Cess Branches—continued.

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
MONTHLY—*concluded.*				
9.—Statement shewing fluctuations of Stock Balances at close of the month.	Examiner, P. W. Accounts, Bengal.	About two months following that to which it relates.	Nil ...	Filed in office.
10.—Statement shewing in detail the charges accepted by Examiner of P.W. Accounts, Bengal, on account of compensation paid by the Civil Department for land acquired under Land Acquisition Act for public works connected with buildings and roads in Bengal.	Ditto ...	Ditto	B. G. No. 2369A, dated 12th July 1884.	Filed in office, and orders issued, if necessary.
11.—Comparative statement of the establishment audits as compared with the Budget grant.	Ditto ...	Ditto ...	....	Filed in office.

12.—Return of Minor Works sanctioned by Local Authorities and of Repairs sanctioned by the Superintending Engineer.	Superintending Engineers, and Superintendent of Works, Calcutta.	4th day of the following month.	P. W. D. Code, Vol. I, Chap. IX, sec. ii, para. 43. B. G. letter Nos. 1085-87A, dated 8th Nov. 1880.	Sent to Examiner of P. W. Accounts, Bengal, and orders issued to the Superintending Engineer, when necessary.
13.—Monthly progress Report of Works.	Ditto ...	1st of the second month succeeding that to which it refers.	C. E. Cir. No. 57A, dated 7th August 1882.	Filed in office, and orders issued, if necessary.
14.—Statement shewing the estimated outlay against indents received in England for stores for the Public Works and Telegraph Departments.	India, P. W. D.	About two months following that to which it relates.	Nil.	Sent to Examiner of P. W. Accounts, Bengal.
BI-MONTHLY.				
1.—Bi-monthly return of stores under provision by the Director-General of Stores for India.	Director-General of Stores for India.	No fixed date ...	Nil.	Ditto.

Accounts and Road Cess Branches—continued.

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
QUARTERLY.				
(*Road Cess.*)				
1.—Quarterly Accounts of receipts and expenditure of District Road Committees in Bengal.	Accountant-General, Bengal.	No fixed date ...	B. G. No. 201A, dated 26th February 1880.	Published in *Calcutta Gazette* and circulated to Commissioners of Divisions, Superintending Engineers and the Financial Department of this Government.
HALF-YEARLY.				
1.—Report by the Auditors on the Accounts of the Hooghly Bridge.	Hooghly Bridge Commissioners.	As soon as the accounts are passed.	Act IX (B.C) of 1870 ...	Recorded in office, and orders issued, if necessary.

YEARLY.

1.—Schedule of demands for Imperial Military works.	Superintending Engineers, and Superintendent of Works, Calcutta.	10th September ...	P. W. D. Code, Vol. II, Chap. XV, sec. i, paras 20 and 21; and B. G. Cir. No. 60, dated 23rd Aug. 1873.	Submitted to India, P. W. D.
2.—Schedule of demands for Imperial Civil Buildings, Roads and Services.	Superintending Engineers, Superintendent of Works, Calcutta; Mint Master, Calcutta; Board of Revenue, L. P.; Director-General of Post Offices of India; and Director-General of Telegraphs in India.	Ditto ...	Ditto ...	Ditto.
3.—Schedule of demands for works and furniture in connection with Viceregal residences.	Superintendent of Works.	Ditto ...	B. G. No. 4183A, dated 6th December 1884.	Ditto.

Accounts and Road Cess Branches—continued.

NAME OF RETURN.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
YEARLY—*continued.*				
4.—Approximate Estimate of the cost of works and furniture in connection with Viceregal residences the execution or purchase of which can be conveniently postponed till the departure of His Excellency from Calcutta.	Superintendent of Works.	15th January ...	B. G. No. 4183A, dated 6th December 1884.	Submitted to India, P. W. D.
5.—Detailed estimates for ditto.	Ditto ...	15th April ...	Ditto ...	Ditto.
6.—Budget Statements of Provincial Civil Buildings, Roads and Services.	Superintending Engineers, and Superintendent of Works, Calcutta.	1st November ...	C. E. Cir. No. 35A, dated 24th July 1883.	Ditto.
7.—Budget Statements of Imperial Military works.	Ditto ...	Ditto ...	Ditto ...	Ditto.

8.—Budget Statements of Imperial Civil Buildings, Roads and Services.	Superintending Engineers, Bengal, and Superintendent of Works, Calcutta.	Ditto ...	Ditto ...	Ditto.
9.—Budget Statements of Local Funds.	Ditto ...	Ditto ...	Ditto ...	Ditto.
10.—Budget Estimate of receipts and maintenance of Staging Bungalows.	Ditto ...	Before 15th Oct. ...	B. G. No. 1266A, dated 15th April 1882.	Sent to Acct.-Genl., Bengal.
11.—Civil Department Budget Estimate of Incorporated Local Funds.	Bengal Financial	After the passing of the Budget Estimate by Bengal Financial.	Nil.	The figures for Public Works included in the Incorporated Local Funds Budget Estimate of this Department.
12.—Civil Department Budget Estimate of Excluded Local Funds.	Ditto ...	Ditto ...	Nil.	The figures for Public Works included in the Excluded Local Funds Budget Estimate of this Department.
13.—Statement shewing the details of Public Works expenditure from Local Funds estimated by Civil officers.	Accountant-General, Bengal.	After submission of the Civil Budget Estimate by Accountant-General to Bengal Financial.	B. G. No. 3188, dated 25th June 1875.	Included in the Local Funds Budget Estimates of this Department.

Accounts and Road Cess Branches – continued.

Name of Return.	By whom to be submitted.	Date of submission.	Instruction for submission.	How disposed of.
YEARLY—*continued.*				
14.—Budget Estimate shewing transactions appertaining to Municipal Funds in which Public Works officers are concerned.	Bengal Municipal.	Middle of November each year.	B. G. No. 1279A of 14th Dec. 1880.	Included in the Excluded Local Funds Budget Estimates of this Department for submission to India, P. W. D.
15.—Six months' Estimate of receipts and expenditure of the Public Works Department, Bengal.	Examiner of P. W. Accounts, Bengal.	Before 1st Nov. ...	P. W. D. Code, Vol. II, Chap. XV, sec. i, para. 2.	Submitted to India, P. W. D.
16.—Revised Estimate of receipts and expenditure of the Public Works Department, Bengal.	Ditto ...	Before 15th Jan. each year.	Ditto ...	Ditto.
17.—Finance Accounts of Imperial Military Works.	Ditto ...	August ...	P. W. D. Code, Vol. II, Chap. XIV, sec. ix, para. 183.	Submitted to India, and also circulated to Superintending Engineers, Bengal.

18.—Finance Accounts of Imperial Civil Buildings, Roads and Services.	Ditto ...	Ditto ...	Ditto ...	Ditto.
19.—Finance Accounts of Provincial Civil Buildings, Roads and Services.	Ditto ...	Ditto ...	Ditto ...	Circulated to Superintending Engineers in Bengal.
20.—Finance Accounts of Civil Buildings, Roads and Services (Incorporated Local Funds).	Ditto ...	Ditto ...	Ditto ...	Sent to Bengal Financial.
21.—Finance Accounts of Civil Buildings, Roads and Services (Excluded Local Funds).	Ditto ...	Ditto ...	Ditto ...	Ditto.
22.—Statement of funds required to complete works in progress on 1st April.	Superintending Engineers, and Superintendent of Works, Calcutta.	After 1st April each year.	According to orders on Budget Estimates.	Orders issued to Superintending Engineers in Bengal.
23.—Estimate of probable requirements for gunpowder, Bickford's fuze, &c.	Ditto ...	Before 1st August.	B. G. No. 2345A, dated 10th July 1885.	Sent to India, P. W. D.
24.—Estimate of stores likely to be indented for from England.	Ditto ...	1st July ...	B. G. Cir. No. 33A, dated 14th July 1883.	Sent to India, P. W. D.

Accounts and Road Cess Branches—continued.

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
YEARLY—*concluded.*				
25.—Return of all stores procured either from England or in the local market.	Superintending Engineers, and Superintendent of Works, Calcutta.	1st July ...	B. G. Cir. No. 33A, dated 14th July 1883.	Sent to India, P. W. D.
26.—Statement shewing sums estimated by District Officers on account of compensation to be paid for lands required for public purposes.	Board of Revenue, L. P.	15th November ...	B. G. No. 970A of 14th September 1878.	Extracts forwarded to officers concerned for disposal, and included in the Budget Estimates of this Department when necessary.
27.—Statement shewing the buildings added to or struck off the list of Public Works buildings in the calendar year.	Superintending Engineers, Bengal, and Superintendent of Works, Calcutta.	15th January, each year.	B. G. No. 1058A, dated 22nd September 1879.	Printed and circulated to Superintending Engineers and other officers concerned.
28.—Reports on the operations of the Akra Factory.	Examiner of P. W. Accounts, Bengal.	1st September ...	B. G. No. 68A, dated 9th January 1884.	Recorded in office, and orders issued, if necessary.

29.—Reports on the operations of the Calcutta Workshops.	Ditto ...	After close of the accounts.	Nil ...	Ditto.
30.—List of corrections made in the Schedule of Rates during calendar year.	Superintending Engineers, Bengal, and Superintendent of Works, Calcutta.	At the end of each calendar year.	C. E. No. 1459A, dated 1st May 1882.	Office Registers corrected, and corrections circulated when necessary.
31.—Budget Estimate of the Hooghly Bridge.	Bridge Commissioners.	As soon as passed by the Bridge Commissioners.	Act IX (B.C.) of 1870 ...	Reviewed.
32.—Statement showing expenditure incurred on new buildings for Registration Department.	Examiner of P. W. Accounts, Bengal.	After close of the annual accounts.	Nil ...	Sent to Inspector-General of Registration, L.P.
(*Road Cess.*)				
33.—Annual Estimates of receipts and expenditure of District Road Cess Committees in Bengal.	Commissioners...	1st September ...	B. G. Cir. No. 40 of 4th June 1872, and Cir. No. 51 of 8th August 1874.	Reviewed.
34.—Annual Accounts and Reports of District Road Cess Committees in Bengal.	Ditto ...	1st February ...	Act IX of 1880, section 179. B. G. Cir. No. 10 of 14th February 1879.	Published in the *Calcutta Gazette* and reviewed.
35.—Report on the attendance of Executive Engineers of P. W. Divisions in Bengal at the District Road Cess Committees' meetings.	Superintending Engineers, Bengal, and Superintendent of Works, Calcutta.	1st December ...	B. G. No. 989A, dated 9th November 1877.	Reviewed in Resolutions on the Annual Accounts of the Road Cess Committees.

Accounts and Road Cess Branches—concluded.

NAME OF RETURN.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
OCCASIONAL.				
1.—Inspection Report of Executive Engineer's Office by Superintending Engineers.	Superintending Engineers, Bengal, and Superintendent of Works, Calcutta.	Soon after inspection	B. G. Cir. No. 16 of 15th March 1875.	Filed in office, and orders issued, if necessary.
2.—Inspection Report of Executive Engineer's Office by Deputy Examiner or Examiner of P. W. Accounts, Bengal.	Examiner of P. W. Accounts, Bengal.	Ditto ...	P. W. D. Code, Chap. III, sec. vi, para. 119.	Ditto.
3.—Completion Report of obtaining tools and plant.	Superintending Engineers, Bengal, and Superintendent of Works, Calcutta.	As soon as the works are completed and final payments made.	B. G. Resolution No. 765A, dated 7th August 1878, P. W. D. Code, Chap. IX, sec. ii, para. 31.	Ditto.

Establishment Branch.

Returns required to be submitted to the office of the Chief Engineer and Secretary to the Government of Bengal in the Public Works Department.

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
WEEKLY.				
Abstract of Superintending Engineer's proceedings.	Superintending Engineers and Superintendent of Works, Calcutta.	No fixed date ...	P. W. Code, Vol. I, Chap. III, para. 34. B. G. Circular No. 40, dated 28th April 1865. C. E. Circular No. 48E, dated 30th August 1876.	Read and filed.
MONTHLY.				
Statement shewing the working of the Burrakur Iron Works.	Ritter Von Schwarz.	Ditto ...	B. G. No. 1049E of 28th March 1883.	Ditto.
Notes by Cooper's Hill officers who are on practical training in India (when there are any).	Superintending Engineers or Superintendent of Works, Calcutta, under whom the officers are employed.	Ditto ...	B. G. Cir. No. 42E of 19th June 1882.	Read, and notes returned to the officer concerned.

Establishment Branch—*continued.*

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
QUARTERLY.				
Statement shewing alterations in the Classified List.	Superintending Engineers and Superintendent of Works, Calcutta.	March, June, September, and December.	For Genl. Br. officers, B. G. Cir. No. 52E of 19th July 1880. For Irrign. Br. officers, B. G. No. 267IE of 23rd February 1875.	Noted in the Classified List.
	Examiner, P. W. Accounts, Bengal.	Ditto ...	Office note dated 16th June 1883.	
Road Cess Distribution Return.	Chairmen of Road Cess Committees.	Ditto ...	B. G. No. 2279E of 10th July 1883.	Noted in Road Cess Distribution Return.
Statement of pensions and gratuities sanctioned by this department.	Examiner of P. W. Accounts, Bengal.	As soon as possible after the close of each quarter.	Section 137 of the Civil Pension Code.	Forwarded in original to Acct.-Genl., Bengal.
HALF-YEARLY.				
Character rolls	Superintending Engineers and Superintendent of Works, Calcutta.	15th February and 15th August.	B. G. Cir. No. 55E, dated 28th November 1881. B. G. Nos. 3048-49E of 10th December 1881.	Read and filed.

Report on Assistant Engineers who are desirous of appearing at the half-yearly departmental examination under P. W. Code, Chapter II, paragraphs 16-18.	Ditto ...	1st March and 1st September.	P. W. Code, Chap. II, Sec. i, para. 17, and B. G. Cir. No. 11E of 12th February 1880.	By informing the Superintending Engineers under whom the officers concerned are serving that they are allowed to appear at the examination.
Report on non-stipendiary students of the Seebpore College who are under practical training.	Superintendent of Works, Calcutta.	At the close of the half-year.	B. G. No 1049E of 19th June 1877.	Read and filed.
YEARLY.				
Roll of non-commissioned officers recommended for promotion to the Warrant Grade.	Superintending Engineers and Superintendent of Works, Calcutta.	1st January ...	For Genl. Br. officers, B. G. Cirs. 46E of 31st July 1876. 50E of 8th June 1878. For Irrign. Br. officers, B. G. Nos. 1465-671E of 28th July 1876.	Forwarded to the Govt. of India, P. W. D.
Roll of Warrant and non-commissioned officers withdrawn from regimental duty.	.....	Ditto ...	P. W. Code, Vol. I, Chap. V, para. 124.	Forwarded to the Adjutant-General.
Return of Examiners, Deputy and Assistant Examiners recommended for promotion.	Examiner of P. W. Accounts, Bengal.	Ditto ...	P. W. Code, Vol. I, Chap. I, para. 79, and B. G. No. 1992E of 16th June 1882.	Forwarded to the Govt. of India, P. W. D.

Establishment Branch—*continued.*

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
YEARLY—*continued.*				
Statement of securities with the Comptroller-General.	Examiner of P. W. Accounts, Bengal.	1st January ...	B. G. Cir. No. 42E of 21st June 1880.	Published in the *Calcutta Gazette* by the Examiner of P. W. Accounts, Bengal.
Officers attaining the age of 55 years.	Ditto ...	Ditto ...	B. G. Cir. No. 38E of 3rd July 1876.	By asking the officers under whom the individuals concerned are serving to report on their fitness for further service.
State of service-books ...	Superintending Engineers and Superintendent of Works, Calcutta. Commissioners of Patna and Orissa, and Collectors of Midnapore, Patna, Gya, and Shahabad.	Ditto ...	For Genl. Br. officers, B. G. Cir. No. 17E of 23rd June 1881. For Irrign. Br. officers, B. G. Nos. 887-89IE of 11th March 1878. For Commrs. and Collrs., B. G. Nos. 890-95IE of 11th March 1878.	With no orders.
Return of superior grades of uncovenanted officers.	Examiner of P. W. Accounts, Bengal.	1st April ...	P. W. Code, Vol. I, Chap. VI, para. 57.	Forwarded in original to the Govt. of India, Finl. Dept.

Training of natives as foremen mechanics.	Superintending Engineers in whose circles there are workshops, and Superintendent of Works, Calcutta.	Ditto ...	B. G. Nos. 2562-63E of 31st December 1880.	Communicated to the Govt. of India, P. W. D.
Return of passages by troopship.	Superintending Engineers and Superintendent of Works, Calcutta.	1st May ...	For Genl. Br. officers, B. G. Nos. 4012E of 2nd Aug. 1873. 6394E of 3rd Nov. 1874. For Irrign. Br. officers, B. G. No. 2253IE of 4th Nov. 1874.	Forwarded to the Quartermaster-General.
Requirements of mathematical instruments.	Superintending Engineers and Superintendent of Works, Calcutta.	1st June ...	B. G. Cir. No. 19E of 16th Feb. 1882.	Forwarded to Mathematical Instrument Department.
Progress report of works ...	Ditto ...	15th June ...	For Genl. Br. officers in B. G. Cir. No. 9E., dated 23rd May 1881. For Irrign. Br. officers. B. G. Nos. 607-9E, dated 23rd May 1881.	Embodied in the Administration Report of the department.

Establishment Branch—*continued.*

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
YEARLY—*continued.*				
Progress Report of works ...	Commissioners...	10th July ...	B. G. Cir. No. 43E of 8th June 1877. B. G. Cir. No. 10E of 23rd May 1881.	Embodied in the Administration Report of the department.
Requirements of elephant carriage.	Superintending Engineers.	1st July ...	B. G. Cir. No. 39E of 3rd June 1882.	Forwarded to the Govt. of India, P. W. D.
Report of inspections of Executive Divisions made by Superintending Engineers.	All Superintending Engineers and Superintendent of Works.	Ditto ...	B. G. Cir. No. 42E, dated 5th Oct. 1883. B. G. No. 3746-7E, dated 3rd Nov. 1883.	Read and filed.
Report of inspections of Executive Divisional offices made by the Examiner.	Examiner, P. W. Accounts, Bengal.	Ditto ...	B. G. Nos. 13-20M of 28th Aug. 1867. B. G. Resln. 699, dated 4th Feb. 1869.	

Indents for stationery ...	Superintending Engineers and Superintendent of Works, Calcutta, and Civil Surgeon, Cuttack. Collectors of Patna, Gya, and Shahabad. Canal Revenue Superintendent, Orissa. Ritter Von Schwarz.	15th July ...	B. G. Cir. No. 43G, dated 20th Dec. 1884.	Forwarded to the Superintendent of Stationery.
List of new roads, canals or railways (for the Survey Department).	Superintending Engineers and Superintendent of Works, Calcutta. Commissioners	15th December	B. G. Cir. No. 47E, dated 15th Nov. 1883. B. G. Cir. No. 46E, dated 15th Nov. 1883.	Forwarded to the Survey Department.
Indents for correspondence forms.	Superintending Engineers and Superintendent of Works, Calcutta.	1st October ...	B. G. Cir. No. 74E of 8th Dec. 1882.	Forwarded to the Superintendent of Stationery.

Establishment Branch—*continued.*

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
YEARLY—*concluded.*				
Indents for irrigation forms	Superintending Engineers of Irrigation Circles. Collectors of Patna and Gya.	1st October ...	B. G. Nos. 2010-12E of 19th June 1883. B. G. Nos. 2013-17E of 19th June 1883.	Forwarded to the Superintendent of Stationery.
Lists of mathematical instruments in stock in each division on 31st March.	Examiner, P. W. Accounts, Bengal.	About 1st October...	P. W. D. Code, Vol. I, Chap. X, para. 68.	Read and filed.
Reports on stipendiary students of the Seebpore College who are under practical training.	Superintendent of Works, Calcutta.	At the close of the 12 months.	B. G. Nos. 3470 of 6th July 1872. 4125 of 19th Aug. 1875.	Ditto ditto.
Report on each Engineer ...	Superintending Engineers and Superintendent of Works, Calcutta.	On his completing two years' service.	P. W. Code, Vol. I, Chap. I, para. 38A.	Forwarded to the Govt. of India, P. W. D.
Report on Cooper's Hill officers under practical training showing where and how they have been employed.	Superintending Engineer under whom employed.	At the close of the period of practical training (one year).	P. W. Code, Vol. I, Chap. VI, para. 57.	Ditto ditto.

OCCASIONAL.				
Final reports on stipendiary and non-stipendiary students of the Seebpore College who are under practical training.	Superintendent of Works, Calcutta.	Ditto ...	B. G. No. 1830E of 13th Nov. 1877.	Read and filed.
Return of death of Executive Engineer.	Superintending Engineer under whom the officer was serving at date of decease.	On the occurrence of a death.	B. G. Cir. No. 12E of 22nd March 1883.	Copy of statement forwarded to India, P. W. D., Bengal, Genl., and Exmr. of P. W. Accts., Bengal.

For list of Returns prepared in this office for submission to the Government of India and other offices, which are not included in the foregoing, please see next page.

Establishment Branch—continued.

Name of Return.	To whom submitted.	Date of submission.	Instructions for submission.	How disposed of.
WEEKLY.				
None.				
MONTHLY.				
Report of occurrences relating to upper subordinates and accountants.	India, P. W. D.	As soon after the 1st of the month as possible.	India, P. W. D., Cir. No. 14, dated 4th March 1879.	
QUARTERLY.				
Distribution list by districts for the Quarterly Civil List.	Bengal Sect. Press.	About 20th of Mar., June, Sept. and December.	Verbal orders of Under-Secretary.	
HALF-YEARLY.				
Government of India classified list and distribution return.	India, P. W. D.	11th June* and 14th December.	P. W. D. Code, Chap. I, para. 60.	*This return must reach Govt. of India by 15th June and 15th December, so it has to be posted a few days early in June when they are at Simla.

YEARLY.				
Promotion roll of Executive Engineers, first grade, and officers of higher rank.	India, P. W. D.	As soon as possible after 1st January.	P. W. D. Code, Chap. I, para. 67.	
Roll of warrant and non-commissioned officers and soldiers withdrawn from Regimental duty.	Adjt.-Genl. ...	Ditto ...	P. W. D. Code, Chap. V, para. 124.	
Statement of notifications, &c., having the force of law.	Bengal, Judl. ...	Ditto ...	Bengal, Judl. Dept.'s Cir. No. 35J, dated 1st July 1881.	
Statement of books, &c., kept for sale at the Bengal Secretariat Press.	Bengal, Finl. ...	Ditto ...	.....	
Detailed statement of the establishment of this Office.	Exmr., P. W. A., Bengal.	1st April ...	India, P. W. D., Cir. No. 19, dated 19th Nov. 1880.	
Indent for Office Forms for Bengal Public Works Department Secretariat.	Supdt. of Stationery.	1st May ...	.....	
List of officers employed in the Irrigation Branch.	.....	.....	.....	For Irrign. Branch Revenue Report.

Establishment Branch—concluded.

Name of Return.	To whom submitted.	Date of submission.	Instructions for submission.	How disposed of.
OCCASIONAL.				
Nominal roll of officers whose names are to be omitted from Schedule B of the Civil Leave Code.	India, Finl. ...	As events occur	India, Finl. Resln. No. 911, dated 12th May 1884. Civil Leave Code, sec. 1, Rule 1.	
History of service pamphlet	Bengal, Appt. ...	Whenever fixed by Bengal Appt. or Finl. Dept.	.....	

Irrigation Branch.

Periodical Returns required to be submitted to the Chief Engineer and Secretary to the Government of Bengal, Public Works Department

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
DAILY.				
Gauge readings	Executive Engineers and Agent, Eastern Bengal Railway Company.	Daily ...	Instructions issued on several occasions.	The readings are registered, and a monthly statement is compiled and published in the *Calcutta Gazette*. During flood season, daily telegrams are received from certain stations. These are included in a statement which is published in the daily newspapers.
WEEKLY.				
Abstract of proceedings ...	Superintending Engineers.	During following week.	P. W. Code (4th edition), Chapter III, para. 34.	After perusal by Chief Engineer and needful action, recorded.

Irrigation Branch—continued.

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
WEEKLY—*concld.*				
Irrigation notes	Superintending Engineer.	During following week.	Intructions issued on several occasion.	After perusal, returned to Superintending Engineers with Chief Engineer's orders.
MONTHLY.				
Registers of works and repairs sanctioned.	Superintending Engineers.	By the 15th of following month.	P. W. Code, Chapter III, para. 57, and Chapter IX, para. 43.	After examination and note, sent in original to Examiner of Accounts.
Progress reports by Executive Engineers of divisions.	Ditto ...	After despatch of monthly accounts.	Letter Nos. 715-17I, dated 5th April 1883, to Superintending Engineers.	After examination and needful action, recorded in this office.
Progress reports of Irrigation revenue.	Collectors ...	By the 4th of following month.	Letter Nos. 400-401I, dated 22nd February 1884.	Do. do. do.
Statements of irrigation operations.	Superintending Engineers and Deputy Superintendents of Canal Revenue.	By the 15th of following month.	Letter No. 559I, dated 5th September 1873, from the Government of India.	A general statement for the province is prepared which is published in the *Calcutta Gazette*, and of which a copy is submitted to the Government of India. Copies are

				also sent to Superintending Engineers and Examiner of Accounts.
Statements of traffic on canals classed under "Productive Public Works."	Superintending Engineers.	Ditto ...	Ditto ditto.	The statements with a general abstract which is prepared in this office are published monthly in the *Calcutta Gazette*, and copies sent to the Superintending Engineers and the Examiner of Accounts.
Statements of traffic on the Circular and Eastern canals and Nuddea rivers.	Superintending Engineer, South-Western Circle.	Ditto ...	Letter No. 3164IA, dated 20th July 1880, to the Board of Revenue.	Ditto ditto.

Irrigation Branch—continued.

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
MONTHLY—*concld.*				
Statements showing the working of vessels.	Superintending Engineers. The Midnapore canal return by Messrs. Hoare, Miller & Co.	By the end of following month.	Circular No. 11, dated 22nd July 1882.	After examination and needful action, recorded.
Returns shewing the state of grants.	Examiner of Accounts.	By the 10th of following month.	P. W. Code, Chapter XIV, para. 19.	These returns are received in duplicate. After examination and needful action, the original is forwarded to the Accountant-General, P. W. Department.
Abstracts of objectionable items in the accounts of expenditure.	Ditto ...	After the audit of accounts.	P. W. Code, Chapter XIV, para. 63.	Returned to Examiner of Accounts with orders thereon.

Statements of assessment and realization of canal revenue. Statements of stock balances. Returns of receipts and disposal of accounts.	Ditto ...	Ditto ...	.....	After examination and needful action, recorded in this office.
HALF-YEARLY.				
Estimates for Tools and Plant	Superintending Engineers.	Before commencement of half-year.	Letter No. 227IA, dated 31st January 1884.	Originals returned with orders, and copies of those sanctioned are sent to the Examiner of Accounts.
ANNUAL.				
Progress Reports of irrigation and navigation—productive public works, capital account.	Ditto ...	1st May ...	.....	Checked in the office of the Examiner of Accounts, then printed and submitted to the Government of India, and copies sent to the Superintending Engineers concerned and Examiner of Accounts.

Irrigation Branch—continued.

Name of Return.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
ANNUAL—*contd.*				
Reports of expenditure on embankments.	Executive Engineer through the Superintending Engineer to the Collector, and by him through the Commissioner and Board.	After the audit of accounts.	Rule 12 of the rules under Act II (B.C.) of 1882, Notification No. 108, dated 26th February 1884.	A succinct account of the state of the embankments with other particulars is given, and the report after needful action is recorded.
Comparative statements of revenue and charges of Calcutta canals and Nuddea rivers.	Examiner of Accounts.	1st July ...	.....	After examination and needful action, recorded in this office.
Statements shewing the state of distributaries.	Superintending Engineers.	Ditto ...	.....	Ditto ditto.
Progress and Administration Reports.	Superintending Engineers and Examiner of Accounts.	15th July ...	P. W. D. Code, Chapter XV, para. 209.	From these reports and statements the irrigation chapter of the provincial administration report is prepared, of which copies are sent to the Government of India.

Memoranda of the revenue derived from productive public works.	Examiner of Accounts.	Ditto ...	.....	Recorded in this office.
Statements of financial results of irrigation works.			Government of India's Circular No. XXIII of 11th November 1881, and No. VII of 11th April 1882.	Submitted to the Government of India.
Reports on the floods of the Orissa rivers.	Superintending Engineer, Orissa Circle.	1st June ...	.....	After examination and needful action, recorded in this office.
Revenue Reports of irrigation works.	Superintending Engineers and Commissioners of Divisions concerned.	1st August ...	Letter No. 559I, dated 5th September 1873, from the Government of India.	The reports as they come in are printed, and a note is prepared by the Chief Engineer, which is also printed. These are then reviewed in a resolution which is published in the *Calcutta Gazette*, and copies of the printed papers which are bound up in book form are sent to the Government of India, the Financial Department of this Government, the

Irrigation Branch—concluded.

NAME OF RETURN.	By whom to be submitted.	Date of submission.	Instructions for submission.	How disposed of.
ANNUAL—*concluded.*				
Irrigation and navigation, finance and administrative accounts. Tuccavee finance accounts ...	Examiner of Accounts.	1st August ...	.....	Governments of the N.-W. Provinces and the Punjab, the Board of Revenue, the Commissioners of Divisions, the Superintending Engineers, and the Examiner of P. W. Accounts, Bengal. After examination and needful action, recorded in this office.
Statement shewing the progress made in the acquisition of land for irrigation purposes.	Board of Revenue.	Ditto ...	.....	Ditto ditto.
Reports on the administration of the Circular and Eastern canals and Nuddea rivers.	Ditto ...	Ditto ...	.....	Commencing with the year 1882-83, a review of this report is published.

Rough budget estimates ...	Superintending Engineers	1st September ...	P. W. Code, Chapter XV.	From the estimates furnished by the several officers, the general budget estimate is prepared.
Budget estimates and revised estimates.	Canal Revenue Officers. Board of Revenue.	1st December ...		
OCCASIONAL.				
Inspection reports	Superintending Engineers and Examiner of Accounts.	After inspection ...	.....	After perusal and needful action, recorded in this office.

BENGAL SECRETARIAT LIBRARY

Railway Branch.

Periodical Returns required to be submitted to the office of Chief Engineer and Secretary to the Government of Bengal, Public Works Department.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
YEARLY.			WORKS.		
1.—Statistics of working (calendar year) and progress report (for financial year).	Engineers-in-Chief and Managers and Agents of Railway Companies.	31st March ... 15th May.	1	D. S. R., N.-E. S., No. 2721—23W of 1879. Ditto Cir. No. $\frac{6C}{\frac{O}{O}}$ of 1880. P. W. D. Code, XV, vii. No. 2850—6R, dated 24th July 1883.	Sent direct to D. G. R., and copy sent to this office from which the Administration Report for this Government is compiled.
	Consulting Engineer for Guaranteed Railways, Calcutta.	1st Sept. ...	1		Compiled with the Provincial Administration Report.
2.—Schedule of works proposed to be executed during the next financial year out of capital, and not provided for in the completion schedule.	Engineers-in-Chief and Managers.	1st June ...	1	Cir. No. $\frac{O}{\frac{109R}{LXXVI}}$ of 1880.	Submitted to India.

3.—Map showing Railways and their feeders (for financial year).	Engineers-in-Chief and Managers.	1st July ...	3	Cir. No. $\frac{58\,C}{\frac{72R}{O}}$ of 1879.	Submitted to India.
HALF-YEARLY.					
1.—Schedule of rates for half-year ending 30th April and 31st October.	Engineers-in-Chief and Managers.	31st May ... 30th Nov.	1	Director's No. 97-98W of Jan. 1880. Ditto No. 1491W of 1880.	Read and filed.
QUARTERLY.					
1.—General abstract of works executed (Form O).	Engineers-in-Chief of lines under construction by contract.	1st June ... 1st Sept. 1st Dec. 1st March.	1	P. W. D. Code, XII, 5—30 (Old Code).	Read and filed.
2.—Return of accidents on open lines.	Managers ...	15th April ... 15th July. 15th Oct. 15th Jan.	1	Director's Circular No. $\frac{O}{\frac{35R}{O}}$ of 1878. Ditto No. $\frac{O}{\frac{124R}{O}}$ of 1878.	Compiled and submitted to India.

Railway Branch—continued.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
QUARTERLY—*concld.*		WORKS—contd.			
3.—Statement showing additions and alterations to lines and works.	Engineers-in-Chief and Managers.	End of each quarter.	1	Director's No. 3034—6W of 1879.	Compiled and submitted to India.
4.—Return of all vessels employed under or belonging to the Railway.	Ditto ...	Ditto ...	1	Ditto No. 2937—38W of 5th July 1879.	Ditto to Port Officer.
5.—List of capital sanctions on State Railways open for traffic.	Managers ...	15th of the month previous to the commencement of the quarter.	6	Director's Cir. No. $\frac{\text{O}}{\frac{109\text{R}}{\text{LXXVII}}}$ of 1879. Ditto Cir. No. $\frac{\text{O}}{\frac{53\text{R}}{\text{XXXVI}}}$ of 1880.	With minutes of official meeting. Read and filed.
6.—Return of Rolling Stock.	Ditto ...	7th of the following month.	1	Director's Cir. No. 2R of 1881. Ditto No. 55RA of 1881. Ditto No. 51RA of 1882.	A copy of this return is to be sent half-yearly to the Director-General of Railways, filed.
7.—Return of expenditure on vessels.	Engineers-in-Chief and Managers.	Ditto ...	1	Bengal Government's No. 662R, dated 21st February 1885.	Compiled and submitted to Port Officer.

MONTHLY.					
1.—Narrative progress report forms A and B accompanied by sections and diagrams.	Engineers-in-Chief.	15th of the following month.	2	D. S. R., N.-E. S., Cir. No. $\frac{117C}{\frac{O}{O}}$ of 1879.	Report in duplicate, but sections to be in duplicate for the last month in each quarter submitted to India.
2.—Abstract of expenditure (Form N).	Ditto ...	Within two months after date.	1	P. W. D. Code XII, 5—30 (3rd edition). Director's Cir. No. 60W of 1874.	Read and filed.
3.—Abstract return of free passes.	Managers ...	15th of the following month.	1	D. S. R., N.-E. S., Cir. No. $\frac{14C}{\frac{18R}{XI}}$ of 1879. B. G. Cir. No. 36RE of 1882.	To be submitted with the minutes of meetings filed.
4.—Statement of mail trains which missed connection with adjacent lines.	Ditto ...	Ditto ...	1	B. G. Cir. No. 36RE of 1882.	Ditto filed.
YEARLY.					
		ACCOUNTS.			
1.—Review of the transactions of the fine fund (Official year.)	Engineers-in-Chief and Managers.	15th April ...	1	Director's Cir. No. $\frac{\frac{O}{12R}}{O}$ of 1880.	Read and Resolution issued, and copy sent to D. G. R.

Railway Branch—continued.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
YEARLY—*concld.*	ACCOUNTS—contd.				
2.—Six months' revised estimate. (Financial year.)	Engineers-in-Chief and Managers.	1st Oct. ...	1	D. S. R., N.-E. S., No. 3203—5A of 1878. P. W. D. Code, XV, iii, 71.	Compiled and submitted to India.
3.—Abstract capital budget estimate, with regular estimate. (Financial year.)	Ditto ...	15th Dec. ...	2	Director's N.-E. S., Cir. No. 13A of 1877. Ditto, Cir. No. 44A of 1877. P. W. D. Code, XV, iii, 65.	Printed and submitted to India.
4.—Detailed capital budget estimate.	Ditto ...	15th Dec. ...	1	D. S. R., N.-E. S., Cir. No. 13A of 1877.	Read and sanctioned.
5.—Abstract revenue budget estimate, with regular estimate. (Financial year.)	Ditto ...	15th Dec. ...	2	Director's Cir. No. $\frac{77C}{\frac{64R}{XXXII}}$ of 1875. P. W. D. Code, XV, iii, 65.	Printed and submitted to India.
6.—Record of financial statistics. (Calendar year.)	Ditto ...	15th March ...	1	P. W. Dept. Resolution Nos. 154-69A—SR of 1874. D. S. R., N.-E. S., Nos. 3139-45A of 1878.	Compiled and submitted to India.
7.—Capital financial account.	Ditto ...	1st Aug. ...	1	P. W. D. Code, XV—vii.	Filed.

8.—Revenue financial account.	Managers ...	1st Aug. ...	1	D. S. R., Cir. No. $\frac{\text{O}}{\frac{27\text{R}}{\text{XVIII}}}$ of 1876.	Filed.
9.—Report on sleepers laid down experimentally. (Calendar year.)	Ditto ...	1st Jan. ...	1	D. S. R., N.-E.S., Cir. No. $\frac{26\text{C}}{\frac{49\text{R}}{\text{O}}}$ of 1880.	Submitted to India.
10.—Abstract estimate of the value of stores required from England. (Financial year.)	Ditto ...	1st Aug. ...	1	Ditto, Nos. 1448-50E of 1878 Ditto, Nos. 1880-82A of 1878.	Submitted to D. G. R.
11.—Statement of expenditure of stores in form L for the official year.	Engineers-in-Chief and Managers.	1st Aug. ...	1	No. 3038RA, dated 4th Aug. 1883.	Ditto.
HALF-YEARLY.					
1.—Revenue accounts, with note thereon.	Managers ...	1st March 1st Sept. ...	50 5MS copies to be submitted in advance of the printed copies.	D. S. R., N.-E. S., Cir. No. $\frac{\text{O}}{\frac{111\text{R}}{\text{LXXVII}}}$ of 1878.	Submitted to India.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
HALF-YEARLY—*concld.*		ACCOUNTS—contd.			
2.—Analysis of working	Managers ...	15th March ... 15th Sept.	25	Director's Cir. No. $\frac{O}{103R}$ of $\frac{}{LXXI}$ 1880.	Submitted to India.
3.—Revenue statistics ...	Ditto ...	15th March ... 15th Sept.	25	D. S. R., N.-E. S., Nos. 985-6A of 1877.	Ditto.
4.—Certificate to the effect that stations have been inspected and found in order.	Ditto ...	1st Jan. ... 1st July.	1	Dir.'s Nos. 2023-25A of 1880.	Filed.
5.—Return of renewal of sleepers, form B.	Ditto ...	1st Feb. ... 1st Aug.	1	P. W. D. Nos. 292-315SR of 1873.	To be attached to the minutes of meetings. Filed.
6.—List of surplus stores	Ditto ...	1st May ... 1st Nov. ...	140	Cir. No. 14RA of 1882 ... Cir. No. 58RA of 1882.	Submitted to D.G.R.
7.—Statement showing the balances of returned stores in stock.	Ditto ...	1st July ... 1st Jan.	1	Cir. No. 15RA, dated 3rd March 1884.	To be submitted with the capital and revenue accounts. Filed.

8.—Return of trollies ...	Ditto ...	1st July ... 1st Jan.	1	Cir. No. 36RE of 1882.	To be submitted with the minutes of meetings. Filed,
9.—Return of interchange of rails.	Ditto ...	1st July ... 1st Jan.	1	Cir. No. 36RE of 1882.	Ditto. Filed.
QUARTERLY.					
1.—Supplementary statement of traffic.	Examiner of Accounts.	1st March ... 1st June. 1st Sept. 1st Dec.	1	D. S. R., N.-E. S., Nos. 965-70A of 1880. Ditto Cir. No. $\frac{O}{\frac{103R}{LXXI}}$ of 1880.	Filed.
MONTHLY.					
1.—List of sanctions to minor works chargeable to revenue.	Managers ...	15th of the following month.	1	Director's Cir. No. $\frac{67C}{\frac{65R}{XLV}}$ of 1876.	To be submitted with the minutes of meetings. Filed.
2.—Statement showing fluctuations in the principal commodities carried.	Ditto ...	Within two months of date.	1	Director's No. 1297A of 1877 Director, N.-E. S., Nos. 379A, 2046A, and 2063A of 1877. Ditto Cir. No. $\frac{O}{\frac{103R}{LXXI}}$ of 1880.	Ditto Ditto. Copies to be sent simultaneously to the Government of India, P. W. Dept. Filed.
3.—Estimates of the probable working expenses of railways.	Ditto ...	Within ten days of the close of the month.	1	Dir., N.-E. S., Cir. No. $\frac{O}{\frac{103R}{LXXI}}$ of 1880.	Filed.
4.—Return of grants, expenditure and balance.	Examiners of Accounts.	25th of each month.	1	Chief Engineer's No. 2958R—A of 21st November 1884.	Do.

Railway Branch—continued.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
WEEKLY.	**ACCOUNTS—concluded.**				
1.—Approximate statement of traffic.	Examiners of Accounts.	Within ten days after the close of the week.	1	Director, N.-E. S., Nos. 2270-72A of 1878. Ditto Cir. No. $\frac{\text{O}}{\frac{103\text{R}}{\text{LXXI}}}$ of 1880.	One copy also to be sent to the Government of India, Public Works Department, and to the Private Secretary to His Honor the Lieutenant-Governor of Bengal. Filed.
YEARLY.	**ESTABLISHMENT.**				
1.—Indent for books and periodicals published in England (for calendar year).	Engineers-in-Chief and Managers.	1st Aug. ...	1	Director's Cir. No. $\frac{\frac{37\text{C}}{45\text{ A}}}{\text{XXIX}}$ of 1879.	Incorporated with the indent submitted from General (E) Branch to Bengal General Department.

2.—Promotion recommendation roll of sergeants for the warrant grades (for calendar year).	Engineers-in-Chief and Managers.	5th Dec. ...	1	Director's Cir. No. $\frac{49C}{48R}$ of $\frac{}{XXXVIII}$ 1876. P. W. D. Code, v, i, 22.	Compiled in the General (E) Branch and submitted to India.
3.—Return of officers who have attained the age of 55 years (for calendar year).	Ditto ...	1st Jan. ...	1	Director's Cir. No. $\frac{41C}{40R}$ of $\frac{}{XXX}$ 1876. Ditto No. 50E of 1877. Cir. No. 47R of 1881.	Filed; but in case of officers attaining the age of 55 years, a report is made to India.
4.—Report on members of the Engineer establishment for year ending 30th September.	Ditto ...	1st Sept. ...	2	Director's Cir. No. 8E of 1877. Ditto No. $\frac{39C}{O}$ of 1878.	To be submitted only in case of new appointments made after 1st October 1878, and then after two years' service. Submitted to India.
5.—Return of superior grades of uncovenanted servants employed on State Railways on 1st April.	Examiner of Accounts.	15th March ...	2	Director's Cir. No. 83E of 1874. P. W. D. Code, VI, 57.	Submitted to India, Financial.
6.—Statement shewing the cost of repairs to all open-line quarters.	Ditto ...	15th Jan. ...	1	Director's Cir. No. $\frac{O}{24 \cdot 4}$ of $\frac{}{XIV}$ 1879.	Filed.

Railway Branch—continued.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
YEARLY—*contd.*	**ESTABLISHMENT**—continued.				
7.—Report of progress made towards the training of natives as engine-drivers and shunters.	Managers ...	15th Dec. ...	1	Ditto Cir. No. $\frac{O}{38R}$ of 1881.	Submitted to India.
8.—Return of Chief and Superintending Engineers recommended for promotion and of Executive Engineers recommended for promotion to Superintending Engineers.	Engineers-in-Chief and Managers.	15th Dec. ...	1	P. W. D. Code, I, ii, 67 ... Government of India, P. W. D., notification No. 36 of 30th January 1880.	Compiled and submitted to India.
9.—Roll of non-commissioned officers and soldiers withdrawn from regimental duty.	Ditto ...	1st Jan. ...	1	P. W. D. Code, v, i, 124 ...	Compiled in the General (E) Branch and submitted to India.
10.—History of services of gazetted officers.	Ditto ...	1st Jan. ...	1	No. 704RE, dated 16th February 1884.	Compiled and printed for distribution.

11.—Promotion recommendation roll of superior accounts establishment.	Engineers-in-Chief and Managers.	15th Dec. ...	1	P. W. D. Code, I, ii, 79 ...	Compiled and submitted to India.
12.—Statement shewing the strength and cost of police force employed on State Railways open for traffic.	Managers ...	1st Jan. ...	1	Director's Cir. No. $\frac{49C}{97R}$ of $\frac{}{O}$ 1880.	Ditto ditto.
13.—Statement shewing where and how students of the Royal Indian Engineering College who come out for training have been engaged during period of training.	Engineers-in-Chief and Managers.	On completion of year's training.	1	P. W. Code, VI, 57 ...	Submitted to India.
14.—Statements of railway and local and district schools attended by railway employés and their children.	Ditto ...	15th Jan. ...	1	No. 2640-41RE, dated 13th July 1883. No. 3050-3RE, dated 4th August 1883.	Ditto ditto.
15.—Return of railway servants and of casualties amongst them during the calendar year.	Ditto ...	15th Jan. ...	1	P. W. D. Cir. No. 8R of 1874. D. S. R. Cir. No. $\frac{O}{15R}$ of $\frac{}{O}$ 1877.	Compiled and submitted to India.

Railway Branch—continued.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
YEARLY—*concld.*	ESTABLISHMENT—continued.				
				D. S. R., N.-E. S., Cir. No 29 W of 1877.	
				Ditto $\frac{O}{\frac{11R}{O}}$ of 1878.	
				Ditto $\frac{O}{\frac{57R}{O}}$ of 1879.	
				Circular No 51RE, dated 4th August 1884.	
				Ditto No. 40RE, dated 1st August 1885.	
16.—Return of domestic occurrences among the warrant and non-commissioned officers and soldiers.	Engineers-in-Chief and Managers.	1st Dec. ...	1	Nos. 3674-5RE, dated 10th Dec. 1881. No. 3195RE, dated 17th Dec. 1884.	Compiled in the General (E) Branch and submitted to India.

HALF-YEARLY.					
1.—Classified list and distribution return of officials for the half-year ending 30th June and 31st December.	Engineers-in-Chief and Managers.	1st June ... 1st Dec.	1	P. W. D. Code, I, 60 ... Director's Cir. N. $\frac{56C}{71R}$ of 1879. No. 1763RE, dated 28th May 1884.	Compiled and submitted to India.
2.—Promotion recommendation rolls for Engineers (below the rank of Executive Engineer, 1st grade) and superior revenue establishments.	Ditto ...	1st Feb. ... 1st Aug.	1	P. W. D. Code, I. ii, 67 ... Director's Cir. No. 22E of 1877 Ditto No. $\frac{16C}{17R}$ of 1878. Ditto No. $\frac{O}{49R}$ of 1878. Ditto No. 3711—12E of 1878.	Ditto ditto.
3.—Promotion recommendation rolls of upper subordinates and superior stores establishment.	Ditto ...	15th Jan. ... 15th July.	1		Compiled and submitted to Director-General of Railways.
4.—Examination of Assistant Engineers in accordance with Public Works Department Code, II, i, 17.	Ditto ...	1st March ... 1st Sept.	1	Director's Cir. No. $\frac{13C}{25R}$ of 1880.	Dealt with in the General (E) Branch.

Railway Branch—continued.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
HALF-YEARLY—*concld.*	**ESTABLISHMENT**—continued.				
5.—Certificates shewing that the service books and employment registers of employés are kept up to date.	Engineers-in-Chief and Managers.	1st Jan. ... 1st July.	1	Director's Cir. No. 34R of 1881.	Filed.
6.—Establishment estimates and revenue charges.	Ditto ...	1st June ... 1st Dec.	20	D. S. Rys., N.-E. S., Cir. No. $\frac{\frac{0}{128R}}{LXXXIX}$ of 1879.	Proof to be submitted first for approval.
				Ditto Cir. No. $\frac{\frac{31C}{56R}}{XXXVIII}$ of 1880.	Submitted to India.
				No. 2873—75RE of 25th July 1883.	
7.—Roll of lower subordinates recommended for promotion to the upper grade.	Ditto ...	15th Jan ... 15th July.	1	No. 2792—3RE of 7th September 1882.	Compiled and submitted to D. G. Rys.
8.—Classified list of subordinate revenue establishment, classes E to H, and Inspectors of Maintenance.	Managers ...	Within 15 days after date.	1	Director's No. 3615 -17E of 25th Aug. 1879. Cir. No. 36RE of 1882.	To be submitted with the minutes of official meetings. Filed.

QUARTERLY.					
1.—Nominal list of appointments to the subordinate staff.	Engineers-in-Chief and Managers.	1st May, Aug., Nov., and Feb.	1	Director's Cir. No. $\frac{59C}{\frac{47R}{O}}$ of 1875. Ditto No. $\frac{33C}{\frac{40R}{O}}$ of 1879.	To be submitted with minutes of official meetings. Filed.
2.—Nominal list of dismissals for serious offences from the subordinate staff.	Ditto ...	Ditto ...	1	Ditto ditto.	Ditto ditto. Filed.
3.—List of pensions and gratuities sanctioned during the quarter.	Examiners of Accounts.	1st April, July, October, and January.	1	No. 2423—4RE of 13th August 1881.	Compiled and forwarded to the Accountant-General, Bengal.
MONTHLY.					
1.—Report of appointments, sanctions, &c.	Manager, Nalhati S. Railway.	15th of the following month.	1	Director's No. 3954RE of 1881.	Filed.
2.—Return of appointments and promotions of upper subordinates, accountants, and of members of the subordinate revenue establishment, classes G and H, as well as Inspectors of Maintenance.	Engineers-in-Chief and Managers.	1st of following month.	1	Director's Cir. No. $\frac{26C}{\frac{23R}{XXI}}$ of 1879. Ditto No. $\frac{11C}{\frac{17R}{O}}$ of 1880.	To be submitted with minutes of official meetings. Filed.

Railway Branch—concluded.

Name of Return.	By whom to be submitted and on what dates.		No. of copies.	Instructions for submission.	How disposed of.
MONTHLY—*concluded.*	ESTABLISHMENT—concluded.				
3.—Abstract of the transactions of the State Railway Provident Institutions.	Managers ...	Within two weeks of date.	6	Letter No. 1525—7E of 1880 Cir. No. $\frac{O}{19R}$ of 1880. Do. No. 77R of 1881.	To be submitted with the minutes of official meetings. Filed.
4.—Minutes of official meetings of officers of State Railways open for traffic.	Ditto ...	Ditto ...	6	Director's Cir. of $\frac{O}{6R}$ of 1879. Ditto $\frac{O}{65R}$ of 1879. Ditto $\frac{O}{123R}$ of 1879 ... Ditto 1374-5E of 1880. Circular No. 36RE of 1882. No 2873-5RE, dated 25th July 1883.	Nine copies to be sent direct by Managers to D. G., Rys. Filed.

WEEKLY.					
1.—Abstract of proceedings.	Engineers-in-Chief and Managers.	Within two weeks of date.	1	P. W. D. Code, III, 7 ... Ditto Resolution No. 1883—1901R of 1871, paragraph 24.	Filed.
OCCASIONALLY.					
1.—List of surplus establishment.	Engineers-in-Chief and Managers.	When there is any.	1	Director's Nos. 767-69A of 1880. Ditto Nos. 856-7E of 1880.	Reported to the D. G., Rys.

APPENDIX B.

List of Forms used in the office of Chief Engineer and Secretary to Government of Bengal, Public Works Department.

APPENDIX B.

List of Forms used in the office of Chief Engineer and Secretary to Government of Bengal, Public Works Department.

Serial number.	Description of Forms.	
P. W. D. S. No. A.	Form of Indent for Forms ...	...
1	Docket cover for Establishment	Receipts
2	Ditto Accounts	ditto ...
3	Ditto Road Cess	ditto ...
4	Ditto Buildings	ditto ...
5	Ditto Communications	ditto ...
6	Ditto Miscellaneous Public Improvements	ditto ...
7	Ditto Military	ditto ...
8	Ditto Railway	ditto ...
9	Ditto Railway Establishment	ditto ...
10	Ditto Railway Accounts	ditto ...
11	Ditto Irrigation	ditto ...
12	Ditto Irrigation Accounts	ditto ...
13	Draft for Secretariat letter, half sheet	...
14	Ditto Chief Engineer,	ditto ...
15	Cover for list of papers of cases, Railway	...
16	Ditto ditto Railway Establishment	...
17	Ditto ditto Railway Accounts	...
18	Keep-With cover ...	...
19	Receipt sheets, General ...	...
20	Ditto Buildings ...	...
21	Ditto Railway ...	...
22	Ditto Irrigation ...	...
23	Issue sheets, General ...	...
24	Ditto Buildings ...	...
25	Ditto Railway ...	...
26	Ditto Irrigation ...	...
27	Draft for Telegrams ...	...

Serial number.	Description of Forms.	
28	Fair post copy of Telegrams	
29	Ditto half sheet letter heading, Secretariat side.	
30	Ditto full sheet ditto, ditto ...	
31	Ditto half sheet ditto, Chief Engineer's side	
32	Ditto full sheet ditto, ditto ...	
33	Fair endorsement for half sheet letter, Secretariat	
34	Ditto ditto full sheet, ditto	
35	Ditto ditto half sheet, Chief Engineer	
36	Ditto ditto, full sheet ditto ...	
37	Forwarding Endorsement, Secretariat ...	
38	Ditto ditto, Chief Engineer ...	
39	Table slip for Table Clerk	
40	Cover of Lieutenant-Governor's table for Secretary's cases	
41	Outer form of ditto	
42	Inner ditto of Lieutenant-Governor's table...	
43	Cover of Lieutenant-Governor's table for Joint-Secretary's cases	
44	Outer form of ditto	
45	Secretariat takeed	
46	Chief Engineer's ditto (post card) ...	
47	Ditto ditto (card) ...	
48	Reminder of returns overdue (post card) ...	
49	Ditto ditto (card) ...	
50	Ditto of returns due by Superintending Engineers in Calcutta (card).	
51	Ditto of returns due by other officers (post card)	
52	Ditto ditto to Superintendent of Works (card)	
53	Ditto ditto to Superintending Engineers out of Calcutta (post card)	
54	Outer sheet of takeed list	
55	Inner ditto	
56	Outer sheet of arrear list	
57	Inner ditto	

Serial number.	Description of Forms.	
58	List of pending cases ...	...
59	Office memo. slip to other officers	...
60	Office note ...	...
61	Quarter office note with reply column	...
62	Half sheet for office notes by Under-Secretaries	...
63	List of papers sent to and from tour office	...
64	Salary bill of Gazetted Officers ...	...
65	Ditto ditto (blank)	...
66	Plan Index ...	...
67	Plan Register ...	...
68	Rough Index book ...	...
69	File No. of ditto ...	...
70	Office receipt of unrecorded papers sent to Press	...
71	Ditto recorded ditto	...
72	Register of letters despatched ...	...
73	Ditto of postage stamps ...	...
74	Morning state slip ...	...
75	Slip for papers required by heads of branches	...
76	Receipt slip ...	...
77	Slip for recorded papers required by reference clerks ...	...
78	Urgent slips ...	...
79	Immediate slip worded "*for to-morrow's Gazette*" ...	...
80	Ditto Gazette slip for Secretary's signature	...
81	Ditto ditto for Joint-Secretary's do.	...
82	Lieutenant-Governor's slip, white	...
83	Ditto ditto red	...
84	Visitors' slip ...	...
85	Cover for enclosure of proceedings of B cases, half sheet ...	...
86	Ditto ditto of A cases, quarter sheet ...	...
87	Cover of proceedings of A cases	...
88	A and B table slips for Record Clerks	...
89	Index slips ...	...
90	Demi-official letter for Calcutta office	...
91	Ditto ditto, Darjeeling	...

Serial number.	Description of Forms.
92	Demi-official letter for tour ...
93	Docket cover for general receipts (G) ...
94	Demi-official envelope for Chief Clerk, note
95	Ditto ditto, foolscap ...
96	Ditto for Under-Secretary, note ...
97	Ditto ditto, foolscap ...
98	Ditto for Joint-Secretary, note ... ...
99	Ditto ditto, foolscap ...
100	Ditto for Secretary, note ... ...
101	Ditto ditto, foolscap ... ...
102	Ditto ditto, large ... ...
103	Envelope for Chief Clerk, large ...
104	Ditto Assistant on tour with Lieutenant-Governor, large ...
105	Ditto ditto, Darjeeling, large ...
106	Ditto Examiner in charge of 3rd Calcutta Division, small ...
107	Ditto Accountant-General, Bengal, small..
108	Ditto Editors of newspapers, ditto ...
109	Ditto Surveyor-General of India, ditto ...
110	Ditto Inspector-General, ditto ...
111	Ditto Chairman, District Road Cess Committee, small ...
112	Ditto Executive Engineer, ditto ...
113	Ditto Collector, ditto ...
114	Ditto Commissioner, ditto ...
115	Ditto Examiner, Public Works Accounts, Bengal, small ...
116	Ditto ditto, large ...
117	Ditto Board, Lower Provinces, small ...
118	Ditto ditto, large ...
119	Ditto Secretary to the Government, small
120	Ditto ditto, large
121	Ditto Government of Bengal, small ...
122	Ditto ditto, large ...
123	Ditto ditto India, Public Works Department, small ...
124	Ditto ditto, large ...
125	Ditto Storekeeper for State Railways, small ...

Serial number.	Description of Forms.	
126	Envelope for Consulting Engineer for Guaranteed Railways, small ...	
127	Ditto Engineer-in-Chief, Dacca and Mymensing State Railway, small ...	
128	Ditto Engineer-in-Chief, ditto ...	
129	Ditto ditto, large ...	
130	Ditto Director-General of Railways, small	
131	Ditto ditto, large	
132	Ditto Examiner of Accounts, State Railways, small ...	
133	Ditto ditto, large ...	
134	Ditto Manager, Northern Bengal State Railway, small ...	
135	Ditto ditto, large ...	
136	Ditto Calcutta and South-Eastern and Nalhati State Railways, small ...	
137	Ditto ditto, large ...	
138	Ditto Tirhoot State Railway, small ...	
139	Ditto ditto, large ...	
140	Ditto Superintendent of Works, small ...	
141	Ditto ditto, large ...	
142	Ditto Superintending Engineer, Central Circle, small	
143	Ditto ditto, large	
144	Ditto ditto, Western Circle, small	
145	Ditto ditto, large	
146	Ditto ditto, Eastern Circle, small	
147	Ditto ditto, large	
148	Ditto ditto, Orissa Circle, small	
149	Ditto ditto, large	
150	Ditto ditto, Sone Circle, small	
151	Ditto ditto, large	
152	Ditto ditto, South-Western Circle, small	
153	Ditto ditto, large	
154	Ditto (blank) small	
155	Ditto (blank) large	
156	Forwarding to Editors of newspapers ...	
157	Acknowledging receipt of letter ...	
158	Quarterly confidential list of dismissals from State Railways	

Serial number.	Description of Forms.
159	Statement of details of Railway contract ...
160	Advice of despatch of stores ... ...
161	Indent for Engineering Stores required for State Railways ... ...
162	Statement in III Parts relating to indents for Engineering Stores for State Railways ...
163	Quarterly statement of additions and alterations to the line and works on State Railways ... ...
164	Notes from Inspector's weekly progress reports on State Railways ... ...
165	Quarterly return in Form B of all vessels employed in the Railway Department ...
166	Weekly statement of Traffic Receipts of Bengal Provincial Railways for Bengal Financial ... ...
167	Ditto ditto for *Calcutta Gazette.*
	RETURN OF ACCIDENTS IN BENGAL.
168	Part I, Key ... ...
169	Ditto general accident to trains, &c. ...
170	Ditto failures of axles ... ...
171	Ditto ditto, wheels ...
172	Ditto broken rails ... ...
173	Ditto failures of tyres ... ...
174	Ditto trains running through level crossing gates ... ...
175	Ditto damage done by floods ...
176	Part II, Key ... ...
177	Ditto details, accident to passenger ...
178	Part III, Key ... ...
179	Ditto accidents to railway servants ...
180	Part IV, ditto and other not included in Parts II and III ... ...
181	Part V, deaths of passengers in carriage and stations ... ...
182	Table No. 1, quarterly statement of number of persons killed or injured through accident beyond their own control ...

Serial number.	Description of Forms.
183	Table No. 2, quarterly statement of number of persons killed or injured on State Railways with nature and causes of the accidents ... ...
184	Table No. 3, quarterly statement of accident to trains specifying different class of accidents, &c. ... .
185	Table No. 4, quarterly statement of accident to trains ... ...
186	Draft Notifications ... ...
187	Ditto of orders sanctioning pension or gratuity ...
188	Fair copy of ditto ... ...
189	Copy of Examiner's certificate and report on application for pensions ... ...
190	Draft of letter intimating grant of furlough to Europe ... ...
191	Fair copy of ditto ... ...
192	Draft of orders sanctioning Presidency allowance ... ...
193	Fair copy of ditto ditto ...
194	Annual report on Engineer officers ...
195	Occurrence sheet ... ...
196	Notification Register ... ...
197	Changes on sanctioned establishment half sheet printed on one side ... ...
198	Ditto ditto full sheet (printed on one side) ... ...
199	Statement for verification of the service of applicant for pension ... ...
200	Statement of errors and alterations in Road Cess distribution return ... ...
201	Office note on Road Cess estimate ...
202	Statement A for ditto ... ...
203	Ditto B for ditto ... ...
204	Ditto C for ditto ... ...
205	Names of districts in Bengal ... ...
206	Appendix A giving particulars regarding meetings of District Road Cess Committee ... ...

Serial number.	Description of Forms.
207	Application to the Government of India for reappropriation of Budget grant ...
208	Budget statement A, works in progress which will not be completed ...
209	Ditto B, works for which estimates have been sanctioned but which have not been put in hand ... ...
210	Ditto C, works required by Civil Officers for which estimates have not been sanctioned ... ...
211	Ditto H with classification ... ...
212	Register of minor works grants ...
213	Balances of minor works grants ...
214	Register of sanctioned works ... ...
215	List of Buildings ... ...
216	Extract from statement of objectionable items
217	Draft of sanction to estimate ... ...
218	Fair copy of ditto for Examiner ...
219	Draft to Commissioner sanctioning estimate.
220	Ditto of sanction to revised estimate ...
221	Ditto of letter to Board of Revenue intimating the publication of declaration for land ... ...
222	Ditto ditto ... ...
223	Fair copy of ditto to "Board," Lower Provinces ... ...
224	Ditto ditto with endorsement to Superintending Engineer ... ...
225	Ditto ditto to Examiner ...
226	River levels for Editors of newspapers ...
227	Ditto for Agent, Eastern Bengal Railway
228	Rules for the guidance of Civil Officers proceeding on leave to Europe ... ...
229	Form of gauge reading ... ...
230	Double draft for Secretariat letter ...

C. P.—Reg. No. 11863J—20—11-12-85.